Documentation

HiPath 2000, HiPath 3000, HiPath 5000
HiPath OpenOffice ME
OpenStage 60/80
OpenStage Key Module

Operating Instructions

Communication for the open minded

Siemens Enterprise Communications
www.siemens.com/open

SIEMENS

Important information

	For safety reasons, the telephone should only be supplied with power: • using the original power supply unit. Part number: C39280-Z4-C51x (x: 0=EU, 1=US, 2=UK) or • in a LAN with PoE (Power over Ethernet), which complies with the IEEE 802.3af standard.
	Never open the telephone or a key module. Should you encounter any problems, contact the responsible service personnel.
	Use only original Siemens accessories. The use of other accessories may be hazardous and will render the warranty, extended manufacturer's liability and the CE marking invalid.

Trademarks

The device conforms to the EU directive 1999/5/EC as attested by the CE marking.

All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.

Proper disposal and separate collection of your old appliance will help prevent potential damage to the environment and human health. It is a prerequisite for reuse and recycling of used electrical and electronic equipment.

For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative.

The statements quoted above are only fully valid for equipment which is installed and sold in the countries of the European Union and is covered by the directive 2002/96/EC. Countries outside the European Union may impose other regulations regarding the disposal of electrical and electronic equipment.

Location of the telephone

- The telephone should be operated in a controlled environment with an ambient temperature between 5°C and 40°C.
- To ensure good speakerphone quality, the area in front of the microphone (front right) should be kept clear. The optimum speakerphone distance is 50 cm.
- Do not install the telephone in a room where large quantities of dust accumulate; this can considerably reduce the service life of the telephone.
- Do not expose the telephone to direct sunlight or any other source of heat, as this is liable to damage the electronic components and the plastic casing.
- Do not operate the telephone in damp environments such as bathrooms.

Software update

During a software update, the phone must not be disconnected from the power supply unit, the LAN line or the phone line.
An update action is indicated by messages on the display and/or by flashing LEDs.

Documentation in Internet

This and other documentation can be found on the Internet at:
http://www.enterprise-communications.siemens.com > Products > Phones & Clients > (Select Product) > Downloads.

To view and print documentation in PDF format, you require Acrobat Reader (free software):
http://www.adobe.com

Technical notes, current information about firmware updates, frequently asked questions and lots more can be found on the web at:
http://wiki.siemens-enterprise.com/

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General information

About this manual

This document contains general descriptions of the technical options, which may not always be available in individual cases. The respective features must therefore be individually defined in the terms of the contract.

If a particular function on your phone is not available to you, this may be due to one of the following reasons:

- The function is not configured for you or your telephone. Please contact your system support representative.
- Your communications platform does not feature this function. Please contact your Siemens sales partner for information on how to upgrade.

This user guide is intended to help you familiarize yourself with OpenStage and all of its functions. It contains important information on the safe and proper operation of your OpenStage phone. These instructions should be strictly complied with to avoid operating errors and ensure optimum use of your multifunctional telephone in the network.

These instructions should be read and followed by every person installing, operating or programming an OpenStage phone.

For your own protection, please read the section dealing with safety in detail. Follow the safety instructions carefully in order to avoid endangering yourself or other persons and to prevent damage to the unit.

This user guide is designed to be simple and easy to understand, providing clear step-by-step instructions for operating your OpenStage phone.

Administrative tasks are dealt with in a separate manual. The Quick Reference Guide contains quick and reliable explanations of frequently used functions.

Service

The Siemens service department can only help you if you experience problems or defects with the phone.
Should you have any questions regarding operation, your specialist retailer or network administrator will gladly help you.
For queries regarding connection of the telephone, please contact your network provider.

If you experience problems or defects with the phone, please dial the service number for your country.

Intended use

The OpenStage phone is a desktop unit designed for voice transmission and for connection to the LAN. Any other use is regarded as unauthorized.

Telephone type

The identification details (exact product designation and serial number) of your telephone can be found on the nameplate on the underside of the base unit. Specific details concerning your communications platform can be obtained from your service technician.
Please have this information ready when you contact our service department regarding faults or problems with the product.

Speakerphone quality and display legibility

- To ensure good speakerphone quality, the area in front of the telephone (front right) should be kept clear.
  The optimum handsfree distance is 20 in. (50 cm).
- Proceed as follows to optimize display legibility:
  – Turn the phone to tilt the display. This ensures you have a frontal view of the display while eliminating light reflexes.
  – Adjust the contrast as required → page 142[1].

Multi-line telephone, executive/secretary functions

Your OpenStage 60/80 is a "multi-line telephone". This means that your service personnel can configure multiple lines on your phone, which is not the case with single-line phones. Each line is assigned an individual phone number which you can use to make and receive calls.
The programmable sensor keys function as line keys on multi-line phones → page 123.

When using a multi-line phone to make and receive calls, certain particulars must be taken into account → page 124 ff.
The executive-secretary configuration is a special case. This is a multi-line telephone with special features (e.g. "Ring Transfer" and "Accept call"), configured especially for executive/secretary use → page 122 ff.

Team functions

To increase the efficiency of telephony, your service personnel can configure various Team functions such as pickup groups, hunt groups, and call distribution groups.

[1] For OpenStage 80 only

Getting to know your OpenStage phone

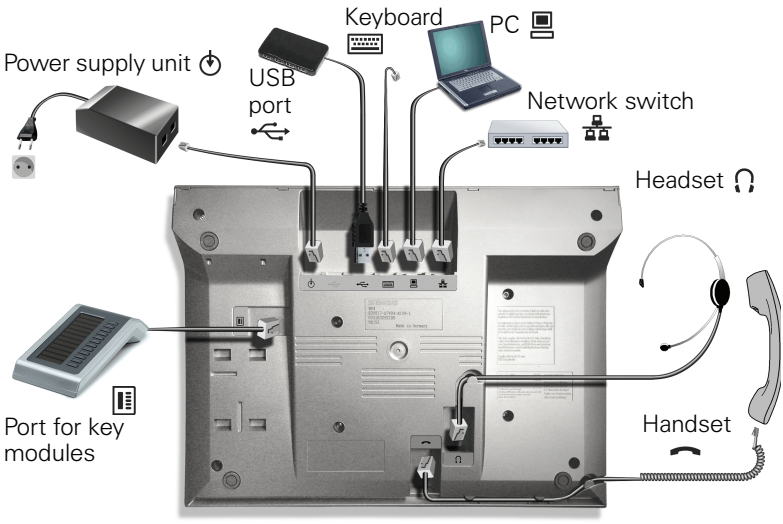
The following sections describe the most frequently used operating elements and the displays on your OpenStage phone.

OpenStage 60/80 user interface

The diagram shows an OpenStage 60, the description applies to both product variants.

1	You can make and receive calls as normal using the **handset**.
2	The large **graphic display** permits intuitive operation of the phone → page 23.
3	The **mode keys** allow easy operation of the applications featured on your telephone. To select a tab within a function press the relevant key repeatedly until the required tab is displayed → page 18.
4	Use the **TouchGuide** to navigate conveniently through the applications on your telephone → page 19.
5	You can customize your telephone by assigning phone numbers and functions to the **programmable sensor keys** → page 20.
6	The **function keys** allow you to call up the most frequently used functions during a call (e.g. Disconnect) → page 17.
7	**Audio keys** are also available, allowing you to optimally configure the audio features on your telephone → page 17.
8	The **TouchSlider** allows you to adjust the current volume (e.g. telephone rings - ringer volume) → page 17.
9	Incoming calls are visually signaled via the **call display**.
10	The **keypad** can be used to enter phone numbers and text → page 21.

Ports on the underside of the phone



OpenStage operating features

OpenStage	80	60
Display type	Color TFT 640x480	Color TFT 320x240
Illuminated display	✓	✓
Programmable sensor keys	9	8
Full-duplex speakerphone function	✓	✓
Headset	✓	✓
Bluetooth	✓	✓
USB master[1]	✓	✓
10/100 Mbps Ethernet switch → page 15	✓	✓
Interface for key modules	✓	✓
Web-based Management (WBM)	✓	✓

1. Not suitable for USB hubs

Using network ports more efficiently

OpenStage 60/80 has a built-in 10/100 Mbps Ethernet switch. This means that you can connect a PC to the LAN directly via the phone.

To connect OpenStage 60/80 to a PC, you require only a commercial network cable (uncrossed).

Using this connection option saves one network port for each switch used and requires fewer or shorter network cables when arranged correctly.

OpenStage Manager

This program offers an additional option for tailoring your OpenStage to your personal needs.

Contact your service personnel for the latest version of OpenStage Manager.

OpenStage Key Module

The OpenStage Key Module is a key module for mounting on the side of your telephone. It offers an additional twelve illuminated, programmable sensor keys.
Like keys on the phone, these sensor keys can be programmed and used according to your needs → page 20.

The diagram shows an OpenStage Key Module for OpenStage 80.

You can attach up to two OpenStage Key Modules to your OpenStage 60/80.

Other technical explanations, safety notices, and installation instructions can be found in the relevant documentation.
You can download these from the Internet at
http://www.enterprise-communications.siemens.com

Keys and controls

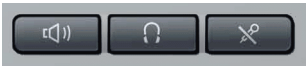
Function keys

Key	Function when key is pressed
	End (disconnect) call → page 44.
	Call forwarding → page 47.
	Start voice recognition[1].

1. This function is not yet available.

Audio controls

Audio keys



Key	Function when key is pressed
	Activate/deactivate the loudspeaker → page 41.
	Activate/deactivate headset → page 55.
	Activate/deactivate microphone (also for speakerphone mode) → page 44.

TouchSlider

Similar to the TouchGuide → page 19, you can set properties for your telephone, such as the volume, by sliding your finger over the TouchSlider.

Icon used in the manual:

The blue illuminated slider control displays the volume setting for the current tone (ring tone, handset tone and loudspeaker tone). You can adjust the volume by moving the slider left or right.

Set the lamp brightness of the TouchSlider → page 147.

Mode keys

These sensor keys allow you to switch to the required application with the simple stroke of a key. To select a tab within an application press the relevant key repeatedly until the required tab is displayed.

Key	Function when key is pressed	LED display
	Display telephony interface → page 30	Blue: Application is active
	Display phonebooks → page 31	Blue: Application is active
	Display call lists → page 34	Blue: Application is active White: New entry in call list
	Display messages → page 36	Blue: Application is active White: New voicemail
	Display user/applications menu → page 37	Blue: Application is active
	Display Help function → page 39	Blue: Application is active

The icons for the mode keys also appear on the display → page 28.

TouchGuide

Before using the telephone, remove the protective covering from the TouchGuide ring surface.

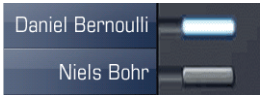
With this control, you can manage most of your phone's functions, as well as its displays.

Operation	Functions when key is pressed
Press	In idle mode: • Open the idle menu → page 25 In lists and menus: • Go to next level Entry selected: • Perform action You can now access a context menu: • Open the context menu
Press	In lists and menus: • One level back Entry selected: • cancel action In input fields: • Delete character to the left of the cursor
Press	In lists and menus: • Scroll down • Hold down: Jump to the end of the list/menu
Press	In lists and menus: • Scroll up • Hold down: Jump to the start of the list/menu
Move your finger around the inner wheel	In lists and menus: • Scroll up or down In input fields: • Select a character in the display keyboard → page 24
Press the OK key.	Entry selected: • Perform action • Initiate call

Programmable sensor keys

Your OpenStage 80 has nine (OpenStage 60: eight) illuminated sensor keys. You can assign functions or numbers to them.

Increase the number of programmable sensor keys by connecting a key module → page 16.



Depending on how they are programmed, you can use the sensor keys as:

- Function keys → page 79
- Repdial keys → page 84
- Procedure keys → page 82

You can program internal and external station numbers on the second level for all programmable sensor keys (except the Shift key). The LED function is not available for internal station numbers on the second level.

Touch the key to activate the programmed function or dial the stored number.

Press and hold a function key or repdial key to open a menu for programming it. Direct station selection (DSS) keys can only be programmed via the service menu.

A label indicating the key's function is displayed to the left of the key; it cannot be changed. You can change the labels for repdial or DSS keys according to your requirements → page 86.

The status of a function is shown by the LED on the corresponding sensor key.

Meaning of LED displays on function keys

LED		Meaning of function key
■	Off	The function is deactivated.
⚡	Flashing[1]	The function is in use.
▭	On	The function is activated.

1. In this manual, flashing sensor keys are identified by this icon, regardless of the flashing interval. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

The programmable sensor keys on multi-line phones function as trunk keys → page 123.

Keypad

Text input

In cases where text input is possible, you can use the keypad to input text, punctuation and special characters in addition to the digits 0 to 9 and the hash and asterisk symbols. To do this, press the numerical keys repeatedly.

Example: To enter the letter "h", press the number 4 ghi key on the keypad twice. When entering the text, all available characters for this key are displayed. After a short while, the character in focus is displayed in the input field.

To speed up the input, you can confirm your entry by pressing "OK" on the TouchGuide after you have selected the required character. To enter a digit in an alphanumerical input field, press the relevant key and hold it down. You no longer need to scroll through the entire list of possible characters.

Alphabetic labeling of dial keys is also useful when entering vanity numbers (letters associated with the phone number's digits as indicated on the telephone spell a name, e.g. 0700 - PATTERN = 0700 - 687837).

Character overview (depends on the current language setting)

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x	12x	13x	14x
1 ␣	1	[1]												
2 abc	a	b	c	2	ä									
3 def	d	e	f	3										
4 ghi	g	h	i	4										
5 jkl	j	k	l	5										
6 mno	m	n	o	6	ö									
7 pqrs	p	q	r	s	7	ß								
8 tuv	t	u	v	8	ü									
9 wxyz	w	x	y	z	9									
0 +	0	+												
* [2]	.	*	#	,	?	!	'	-	(	)	@	/	:	_
#	[3]													

1. Space
2. Additional special characters are available on the display keyboard
3. Switch between upper and lower-case text and number entry

Multi-function keys

Key	Function during text input	Function when held down
	Write special characters	Turn ringtone on/off → page 99.
	Switch between upper and lower-case text and number entry.	Turn phone lock on/off → page 103.

Further options for inputting text are available using the display keyboard → page 24 and the external keyboard (if available).

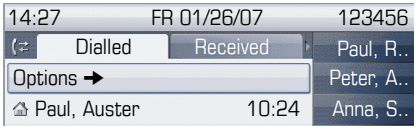
Graphic display

Your OpenStage 60/80 is equipped with a tilt-and-swivel color display → page 14.

Appearance

You can customize your display to suit your personal requirements:

- Angle the display as required → page 12.
- Set the contrast (OpenStage 80 only) → page 142.
- Select your preferred display design → page 146.



Crystal sea

Warm grey

Status bar

The time, weekday, date, and your phone number are displayed in the status bar.

In addition, different icons represent different situations and switches:

Icon	Explanation
	The ring tone is deactivated → page 99
	The "Do not disturb" function is activated → page 100
	The phone lock is activated → page 103
	The Bluetooth function is activated → page 153
	A mobile user is logged on to the telephone[1].

1. This function is not yet available.

Display keyboard

Simple text and characters can also be entered at any time using the keypad → page 21.

Depending on the context, the display keyboard is displayed with different elements.

A B C D E F G H I J K L M N O P Q
R S T U V W X Y Z Ä Ö Ü ␣
Abc 123 .,!
OK
Element in focus
Letters, digits, punctuation or special characters
Function bar

Use the TouchGuide to operate the display keyboard → page 19.

Operation	Function
Move your finger around the wheel	Set the focus on the next/previous element
Press OK	Select the element in focus (enters the character or performs the function)
Press ⮌	Delete character to the left
Press →	Set focus to OK

You can select the following functions from the function bar:

Element	Explanation
Abc	Switch to upper/lower case characters for first letter of words (initial letter upper case, all subsequent letters lower case)
abc	Switch to lower case characters
123	Switch to numeric characters
.,!	Switch to punctuation and special characters
◄ ►	Move cursor one character to the right/left
	Copy entire content of the active field to the clipboard
	Insert clipboard content at cursor position. Existing content is not overwritten.
OK	Confirm changes

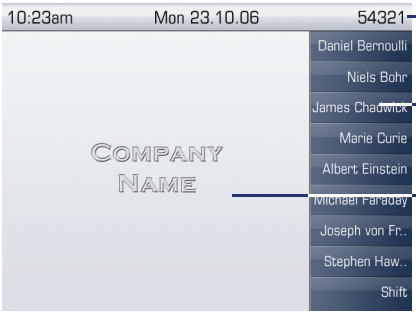
The external keyboard (if available) is a user-friendly option for inputting text.

Context-dependent displays

Depending on the situation at hand, the graphic display on your OpenStage phone displays different content, to which you can respond intuitively.

Idle mode

If there are no calls taking place or settings being made, your OpenStage is in idle mode.
In addition to the status bar and the programmable sensor key list, the graphic display offers a wide range of context-dependent displays.



Idle menu

In idle mode, press ➔ on the TouchGuide → page 19 to display the idle menu. You can call up various functions here. The sequence and status of the entries correspond to the status of the function.

It may contain the following entries:

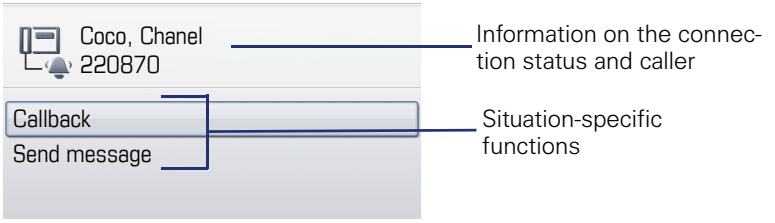
- Forwarding on
- Lock phone
- DND on
- Advisory msg. on
- Ringer cutoff on
- Send message
- View callbacks[1]
- Directory
- HF answerback on
- Suppress call ID
- Waiting tone off
- DISA intern

[1] Only appears if callback requests are saved

Telephony dialogs

The dialogs in the lower area of the display prompt you to input data or provide you with information about the call states.

Example: You dialed the phone number of a contact saved in the phonebook.



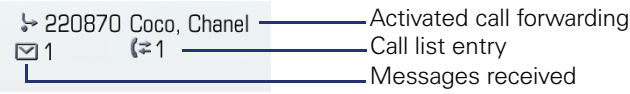
The pop-up menu (→ page 27) provides functions suited to the situation, which you can select and confirm using the TouchGuide → page 19.

Messages

The messages displayed in the upper left area of the display advise you of current settings or events.

Example:

- Call forwarding is activated for all calls. All calls are forwarded to the number "220870".
- You received a message while you were absent.
- A call list contains a new entry



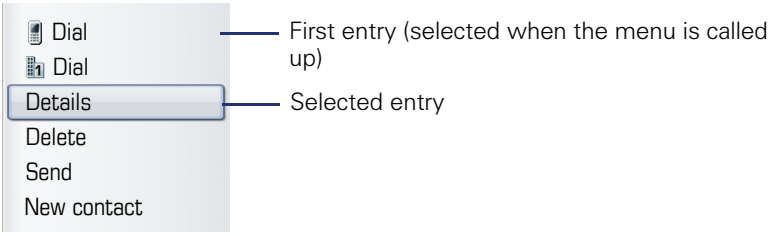
Explanation of all message icons:

Icon	Explanation
	You have received one or more new messages
	One or more new entries have been added to the call lists
	Call forwarding is active

Context menus

If the arrow icon ➔ appears next to a selected entry, additional menu levels or selection options are available in the form of a context menu. Navigate through these options using the TouchGuide → page 19.

You can set context menus to automatically close in certain situations (for example, during a connection) → page 159. You can also select the display duration → page 160.



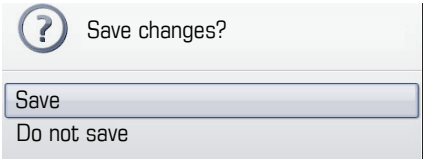
Pop-up window

In certain situations, a pop-up window opens automatically in the lower third of the display.

Pop-up menu

You will be prompted to use a pop-up menu to select situation-dependant functions and to confirm them or to make entries.
You can use the TouchGuide to navigate within the pop-up menu → page 19.

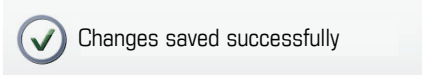
Example:
The following pop-up menu opens after you change a setting and press the ⮌ key on your TouchGuide.



Pop-up message

Pop-up messages only indicate actions or states for which further action is not required.

Example:
The following pop-up message appears briefly when you change a setting.



Application tab

In many cases you can select further content within an application using tabs.

Example: Press the mode key to open the call lists → page 18. Press this key repeatedly to switch between the various tabs.

The icon displayed to the left of the tab indicates the application you are currently working in.

Icon	Explanation
	Telephony interface→ page 30
	Phonebooks → page 31
	Call lists → page 34
	Messages→ page 36
	User/application menu → page 37
	Help function → page 39

Applications available on your OpenStage phone

The following descriptions provide an overview of the various applications available on your OpenStage phone.

Application navigation

Activating an application

You can switch to the relevant application using the mode keys → page 18.

Scrolling through application tabs

If an application has more than one tab, you can press a mode key repeatedly to select the relevant tab → page 28.

Scrolling through lists

You can use the TouchGuide to scroll through entries and confirm the functions you want → page 19.

Opening context menus

If the arrow ➔ appears beside an entry, a context menu is available for this entry → page 27.

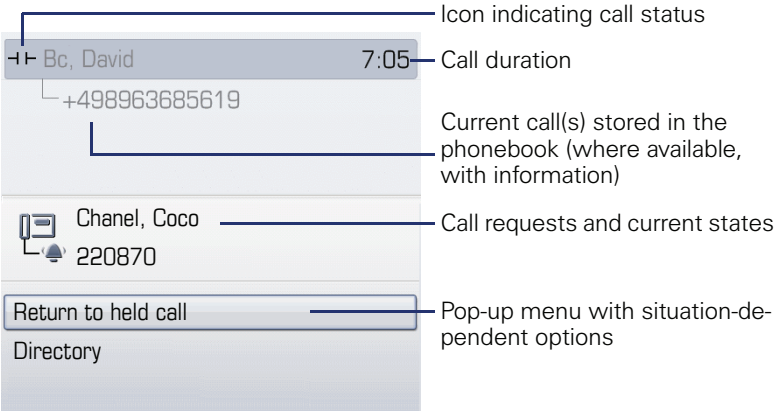
Telephony interface

Additional information is displayed in the telephony interface when your phone rings, when you dial a number or during a call, for instance.

The same information is available on multi-line telephones for the selected line in the line overview.

Press ⓘ to open this interface.

Example:



Icons for frequent call states

Icon	Explanation
	The call is active
	The call has been disconnected
⊣ ⊢	You have placed the call on hold (e.g. consultation hold).
⊢	Your call partner has placed the call on hold

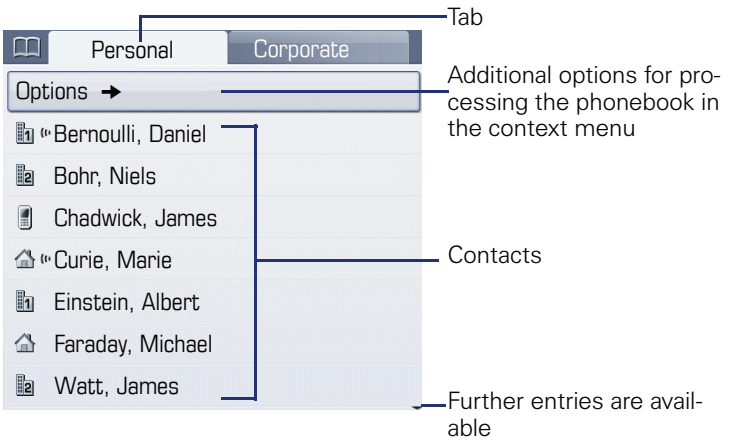
Detailed descriptions of the various functions can be found in the sections "Making calls – basic functions" → page 40 and "Making calls – enhanced phone functions" → page 55.

Phonebooks

In addition to the personal phonebook, this application contains entries from other directory services such as an LDAP corporate directory and the company's internal phonebook.

To activate a specific tab, press ⓫ repeatedly until the required tab is active.

Example:



Phonebook icons

Icon	Explanation
	Primary business number
	Secondary business number
	Mobile phone number
	Private phone number
	Voice recognition is possible for this entry

Search contacts

When in the phonebook or directory list view, press the keypad key that corresponds to the first letter of your search term.
A field opens for you to enter the search term:

Enter your search term using the keypad → page 21.

The cursor jumps to the first entry in the list that matches the character you entered in the search field.

Personal phonebook

The "Personal" tab contains your personal phonebook. You can store up to 1000 contacts in this phonebook. The entries are sorted in alphabetical order in the phonebook list and displayed with the icon for the specified default phone number.

There are two ways of creating new contacts:
- Via the phonebook list context menu → page 87
- Accept entry from LDAP search → page 93

Contact details

The type of data displayed for a call in the telephony interface → page 30is dependent on the information you have stored for the contact in your personal phonebook.

A contact consists of the entry in the "First name" or "Last name" fields and at least one phone number → page 87.

In addition, you can store non-telephony-specific data (e.g. address, function, etc.) for each entry.

You can store several phone numbers for each contact. In this case, however, you should define a preferred number → page 88.

Classify your contacts into groups → page 91.

Store a picture of the contact → page 88.

Managing contacts

All saved contacts are listed in alphabetical order in the "Personal" tab.

You can use the "Options" context menu to
- create new contacts → page 87
- define contact display format → page 90
- sort contacts into groups → page 91
- delete the entire phonebook list → page 90

To manage your contact data professionally and to synchronize your data with the Outlook e-mail program, we recommend using OpenStage Manager → page 15.

Using contacts

The following functions are available via the context menu of a selected contact:
- Calling a contact → page 59
- Editing a contact → page 89
- Deleting a contact → page 90

LDAP directory

If you have access to an LDAP directory (contact the responsible service personnel), you can search contacts in a company-wide directory.

Both a simple and an advanced search function are available for this in the "Corporate" tab. You can transfer any entries found to your local phonebook.

Searching for a contact

- Searching for an entry → page 93

Using a contact

- Call contact → page 61
- Importing an entry into the personal phonebook → page 93

System phonebook

The "System" tab contains the central speed-dial directory, which is configured and maintained by your service personnel. This directory contains all internal phone numbers and speed-dial numbers that were assigned a name.

- Dialing from the system phonebook → page 61
- Dialing with system speed-dial numbers → page 62

Call lists

All calls and numbers dialed on your phone are logged in chronological order in call lists.

Callers with suppressed numbers cannot be saved in the call lists.

The following call lists are displayed individually on separate tabs:
- "Missed" tab: missed calls
- "Received" tab: answered calls
- "Dialled" tab: dialed numbers

Callers with suppressed numbers cannot be saved in the call lists.

When new entries are added to the call lists, a message appears (→ page 26) on the idle display and the LED of the mode key (→ page 18) lights up white.

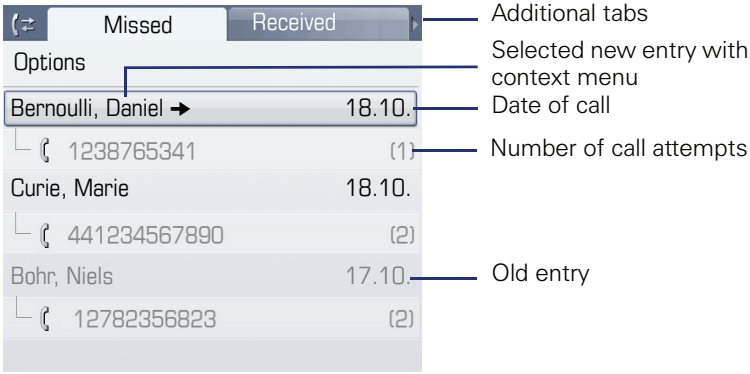
To call up a call list, press repeatedly until the required tab is activated.

Managing call lists

Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.

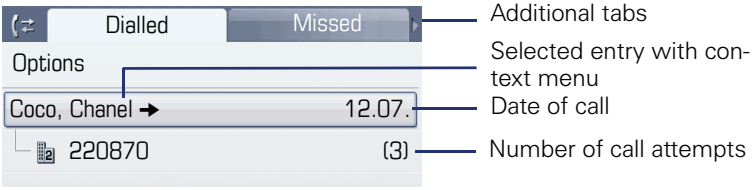
Multiple calls from the same number are only listed once. The number of call attempts is logged in the "Details" context menu.

Example: "Missed" tab



You can select the following function in the "Options" context menu:
- Delete All → page 94

Example: "Dialled" tab



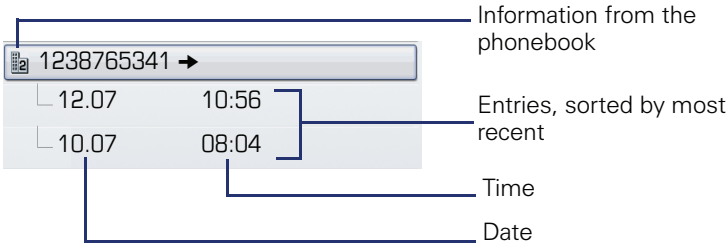
The following functions are available via the context menu of a selected entry:

- Dial → page 59
- Details → page 94
- Delete → page 94

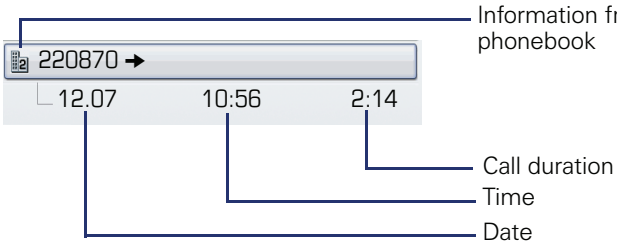
Entry details

Up to ten call attempts/calls can be stored under "Details" for each entry.

Example: entry in the "Missed" tab



Example: entry in the "Dialled" tab



In this view, the context menu contains the following entry:

- Dial → page 59

If a caller is already entered as a contact in the local phonebook, the stored data is displayed.

Mailbox

Depending on the type and configuration of your communications platform (contact the relevant service personnel), messages from services, such as, HiPath Xpressions are displayed in this application in addition to messages received.

The following messages are displayed individually on separate tabs:
- "Messages" tab: Messages
- "Voice Mail" tab: Voicemail

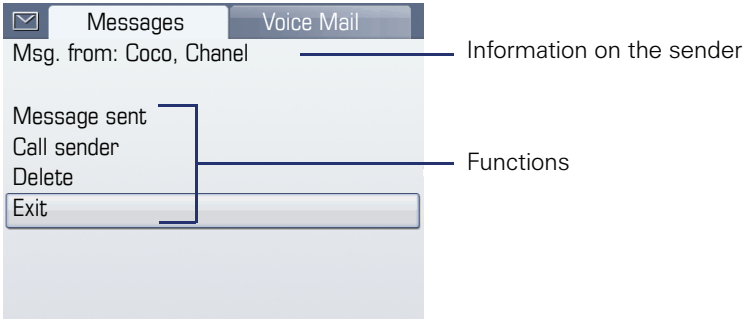
Messages

You can send short text messages to individual internal stations or groups.

In idle mode (→ page 25) the following signals alert you to the presence of new messages:
- ✉ key LED illuminates
- Display → page 26.

Press ✉ repeatedly until the "Messages" tab is active.

Example:



For a description of how to edit the entries → page 108.

Voicemail

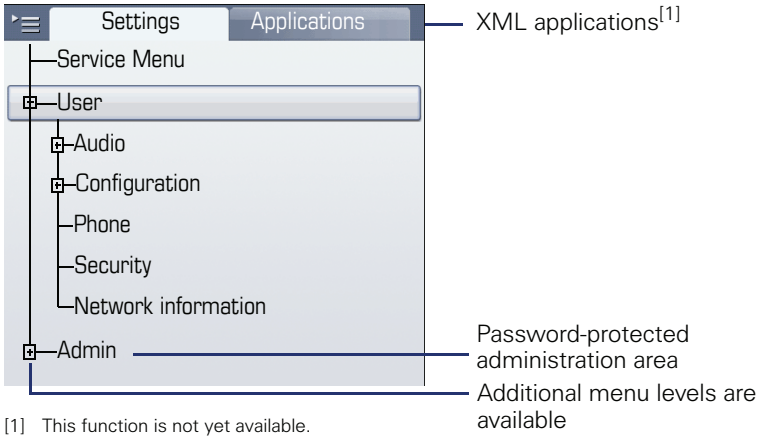
If your telephone is connected to a voicemail system (such as Entry Voice Mail), the Mailbox key will also light up to alert you to any messages that have arrived.
An appropriate message also appears on the display (for instance, in Entry Voice Mail: "X new messages").

To play back your voicemail, follow the instructions on the display.

Menu

This menu includes a configuration area for users and administrators, as well as an area for any available applications (contact service personnel).

Press ☰ to open this menu.



[1] This function is not yet available.

Settings – Service Menu

Open the Program/Service menu in your communication system and use the comprehensive functions it offers.

Press ☰ repeatedly until the "Settings" tab is active.

Confirm the "Service Menu" entry by pressing OK.

An overview of the maximum functions available can be found at → page 178.

Settings – telephone user menu

Here you can configure settings for your OpenStage.

Press ☰ repeatedly until the "Settings" tab is active.

Select and confirm the "User" entry using the TouchGuide → page 19.

If necessary, enter the user password → page 98.

The menu structure comprises several levels.

You can also configure some of the settings using the Web interface (→ page 168) on your OpenStage.

Audio

Optimize the audio settings on your OpenStage for your environment and according to your personal requirements.

Volumes

Adjust the settings on your telephone → page 149.

Settings

Adjust the settings on your telephone → page 150.

Settings can also be configured via the Web interface → page 170.

Configuration

Call forwarding

Set up call forwarding for your telephone.
Adjust the settings on your telephone → page 47.

Context menu

Define whether context menus should close automatically, and define the display duration.
Adjust the settings on your telephone → page 159.

Settings can also be configured via the Web interface → page 170.

Bluetooth

Prepare your phone for Bluetooth operation.
Adjust the settings on your telephone → page 153.

Settings can also be configured via the Web interface → page 170.

Phone

Adjust the display design settings and program the sensor keys on your OpenStage.

Screensaver

Adjust the settings on your telephone → page 144.

Settings can also be configured via the Web interface → page 170.

Display

Adjust the settings on your telephone → page 142.

Settings can also be configured via the Web interface → page 170.

Key programming

Adjust the settings on your telephone → page 79.

Security

Protect your settings and data by assigning a password.
Adjust the settings on your telephone → page 98.

Settings can also be configured via the Web interface → page 170.

Network information

View status information for the network environment.
Viewing settings on your telephone → page 161.

Settings – administration

You can access the administration area via the "Admin" menu and by entering the administration password.

Refer to the administration manual for your phone for more detailed information on this topic.

Applications[1]

The "Applications" tab contains a number of practical XML applications. If you wish to use additional applications, please contact the responsible service personnel.

Help function

You can call up the "Help" function at any time, even during a call.

Calling up the "Help" function

Press ⓘ. The "Help" function is activated.

[1] This function is not yet available.

Step by Step

Basic functions

Please read the introductory chapters "Getting to know your OpenStage phone" → page 13 and "Applications available on your OpenStage phone" → page 29 carefully before performing any of the steps described here on your phone.

Answering a call

Your OpenStage phone rings with the tone signal set when an incoming call is received. The call is also visually signaled on the call display.

- When you receive an internal call, your telephone rings once every four seconds (single-tone sequence).
- When you receive an external call, your telephone rings twice in rapid succession every four seconds (dual-tone sequence).
- When you receive a call from the entrance telephone, your telephone rings three times in rapid succession every four seconds (triple-tone sequence).
- If a call is waiting, you hear a short tone (beep) every six seconds.

Your service personnel can adjust the ring cadence for external and internal calls for you. In other words, different ring cadences can be set for different internal callers.

If transmitted, calling party information (name, phone number) appears on the graphic display.

An incoming call will interrupt any ongoing telephone setting operations.

Answering a call via the handset

The phone is ringing. The caller is displayed.

Lift the handset.

if nec. Set the call volume.

Step by Step

Answering a call via the loudspeaker (speakerphone mode)

Suggestions for using speakerphone mode

- Tell the other party that speakerphone mode is active.
- Adjust the call volume while speakerphone mode is active.
- The ideal distance between the user and the phone in speakerphone mode is about 50 cm.

The phone is ringing. The caller is displayed.

Press the key shown. The LED lights up.

or

Answer

Confirm.

The speakerphone function is activated.

if nec.
Set the call volume.

Ending a call

Press the key shown. The LED goes out.

or

Press the key shown.

Switching to speakerphone mode

People present in the room can participate in your call.

Prerequisite: You are conducting a call via the handset.

Hold down the key and replace the handset. Then release the key and proceed with your call.

if nec.
Set the call volume.

U.S. mode

If your communication system is set to US mode (contact your service personnel), you do not have to hold down the speaker key when replacing the handset when switching to speakerphone mode.

Press the key shown.

Replace the handset. Proceed with your call.

if nec.
Set the call volume.

Step by Step

Switching to the handset

Prerequisite: You are conducting a call in speakerphone mode.

Lift the handset.

The LED key goes out.

Open listening

People present in the room can silently monitor your call.

Prerequisite: You are conducting a call via the handset.

Activating

Press the key shown. The LED lights up.

Deactivating

Press the lit key. The LED goes out.

Step by Step

Making calls

Off-hook dialing

Lift the handset.

Internal calls: Enter the station number.
External calls: Enter the external code and the station number.

The called party does not answer or is busy

Replace the handset.

On-hook dialing

Internal calls: Enter the station number.
External calls: Enter the external code and the station number.

Your system may also be programmed so that you have to press the Internal key before you dial an internal number.
To call an external party, you have to enter an external code before dialing the party's telephone number (Prime Line is not active; contact your service personnel).

The other party answers with speaker:

Lift the handset.

or On-hook dialing: Speakerphone mode.

The called party does not answer or is busy:

Press the key shown. The LED goes out.

Step by Step

Dialing with DDS keys

Prerequisite: You have saved a number on a sensor key → page 84.

Press the programmable repdial key.

If the required phone number is on a different level, first press the programmed sensor key to shift levels "Layer X".

You can press the DDS key during a call and automatically initiate a callback→ page 45.

Ending a call

Replace the handset.

Press the key shown.

or

Press the key shown.

Rejecting a call

The phone is ringing. The caller is displayed.

Reject call

Select and confirm the option shown.

The connection is cleared down. The caller receives the message "Currently not possible".

Turning the microphone on and off

To prevent the other party from listening in while you consult with someone in your office, you can temporarily switch off the handset microphone or the handsfree microphone. You can also switch on the handsfree microphone to answer an announcement via the → page 56 telephone speaker.

Prerequisite: A connection is set up, the microphone is activated.

Press the key shown. The LED lights up.

or

Press the lit key. The LED goes out.

Step by Step

Calling a second party (consultation)

You can call a second party while a call is in progress. The first party is placed on hold.

if nec. → Open the context menu → page 27.

Consultation — Confirm.

Call the second party.

Returning to the first party

Return to held call — Confirm.

or

quit and return — Select and confirm the option shown.

Switching to the held party (alternating)

Toggle/Connect — Select and confirm the option shown.

Initiating a three-party conference

Conference — Select and confirm the option shown.

Joining calling parties from a conference

Leave conference — Select and confirm the option shown.

For more information on conferences, see → page 71.

Step by Step

Transferring a call

If the person you are speaking to wants to talk to another colleague of yours, you can transfer the call that colleague.

if nec. → Open the context menu → page 27.

Consultation — Confirm.

Enter the number of the party to which you want to transfer the call.

Announce the call, if necessary.

Replace the handset.

or

Transfer — Select and confirm the option shown[1].

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Call forwarding

You can immediately forward internal or external calls to different internal or external telephones (destinations). (An external destination requires special configuration in the system.)

You have two options for programming variable call forwarding on your station:

- "Variable forwarding (key-based configuration)" → page 47
- "Variable forwarding (menu-based configuration)" → page 49

When call forwarding is active, a special dial tone sounds when you lift the handset.

If DID DTMF is active (contact your service personnel), you can also forward calls to this destination. Destinations: fax = 870, DID = 871, fax DID = 872.

If you are a call forwarding destination, your display will show the station number or the name of the originator on the upper line and that of the caller on the lower line.

Variable forwarding (key-based configuration)

Configuring using the call forwarding key

Press the key shown.

Edit call forwarding

Select and confirm the option shown.

The "Call forward status" page opens.

Select a call forwarding type:

- All calls
- Internal
- External

Off →

The phone displays the current setting. Confirm.

or

On →

Select and confirm the option shown.

The "Edit call forward" page opens.

Step by Step

	Select the "All calls" entry[1].
Off ➔	The phone displays the current setting. Confirm.
On	Select and confirm the option shown.
	Select the "Destination" entry.
	Confirm.
	Enter the call forwarding destination number.
	Select the "Options" entry.
Save & exit	Confirm.
or	
	Press the key shown.
Save	Confirm.

Deactivating using the call forwarding key

	Press the key shown. The LED goes out.
if nec.	Confirm.

[1] The entry varies according to the call forwarding type selected beforehand.

Step by Step

Variable forwarding (menu-based configuration)

Configuration via the Program/Service menu

Open the idle menu → page 25.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 137!

Forwarding on

Select and confirm the option shown.

1=all calls

Confirm.

or

2=external calls only

Select and confirm the option shown

or

3=internal calls only

Select and confirm the option shown

Enter the destination number.

Save

Confirm.

Deactivating via the Program/Service menu

Open the idle menu → page 25.

Forwarding off

Select and confirm the option shown.

Call forwarding is deactivated.

Step by Step

Call forwarding no reply (CFNR)

Calls that are not answered after three rings (=default, can be adjusted by service personnel) or that are received while another call is ongoing can be automatically forwarded to a specified telephone.

Open the Program/Service menu → page 37.

Destinations →

Confirm.

CFNR on

Select and confirm the option shown.

if nec.

If a phone number is already entered:

Change

Confirm.

Enter the destination phone number.

- Enter the internal station number for internal destinations.
- Enter the external code and the external station number for external destinations.

Save

Confirm.

Deactivating call forwarding/deleting a destination

Open the Program/Service menu → page 37.

Destinations →

Confirm.

CFNR off

Select and confirm the option shown.

Delete

Confirm the option shown to deactivate and delete the forwarding destination.

or

Exit

Select and confirm to deactivate but not delete the forwarding destination.

If CFNR is activated, "CFNR to: <x>" appears briefly on the display when you hang up.

Step by Step

Call forwarding in the event of telephone failure (CFSS)

If configured (consult your service personnel), you can define an internal or external call forwarding destination that activates in the event of telephone failure.

Open the Program/Service menu → page 37.

Destinations →

Confirm.

CFSS on

Select and confirm the option shown.

if nec.

If a phone number is already entered:

Change

Confirm.

Enter the destination number.

Save

Confirm.

Deactivating call forwarding/deleting a destination

Open the Program/Service menu → page 37.

Destinations →

Confirm.

CFSS off

Select and confirm the option shown.

Delete

Confirm the option shown to deactivate and delete the forwarding destination.

or

Exit

Select and confirm to deactivate but not delete the forwarding destination.

Step by Step

Call forwarding in the carrier network and forwarding multiple subscriber numbers (MSN) (not for U.S.)

If this function has been configured (contact your service personnel), you can forward calls to your assigned multiple subscriber number (MSN) (DID number) directly within the carrier network.
For example, you can forward your phone line to your home phone after business hours.

Trunk FWD on

Select and confirm the option shown.

1=immediate

Select and confirm the call forwarding type required.

or

2=on no answer

or

3=on busy

Enter your DID number.

Enter the destination number (without the external code).

Save

Confirm.

Deactivating call forwarding

Trunk FWD off

Select and confirm the option shown.

Confirm the displayed call forwarding type.

or

1 ␣ or 2 abc or 3 def

Enter the activated call forwarding type.

Enter your DID number.

Step by Step

Using callback

You can request a callback if the station called is busy or if nobody answers. This feature saves you from having to make repeated attempts to reach the user.
You receive a callback,

- When the other party is no longer busy,
- When the user who did not answer has conducted another call.

When configured (contact your service personnel), all callback requests are automatically deleted over night.

Storing a callback

Prerequisite: You have reached a busy line or no one answers.

Callback

Confirm.

Accepting a callback

Prerequisite: A callback was saved. Your telephone rings. "Callback: ..." appears on the display.

Lift the handset.

or

Press the key shown. The LED lights up.

or

Answer

Confirm.

You hear a ring tone.

Step by Step

Viewing and deleting a stored callback

Open the idle menu → page 25.

View callbacks

Select and confirm the option shown[1].

Next callback

Select and confirm to display additional entries.

Deleting a displayed entry

Delete

Confirm.

Ending retrieval

Exit

Select and confirm the option shown.

or

Press the key shown. The LED goes out.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Enhanced phone functions

Answering calls

Answering a call with a headset

Prerequisite: You have connected a headset or are using a Bluetooth headset → page 166.

The LED flashes when a call is received.
Press the key shown.

or

Answer

Confirm.

if nec.

Set the call volume.

Ending a call

Press the key shown. The LED goes out.

or

Press the key shown. The LED goes out.

Answering a call for another phone

You hear another telephone ring.

Press the flashing key.

or

Open the Program/Service menu → page 37.

Calls ➔

Select and confirm the option shown[1].

Pickup - directed

Select and confirm the option shown.

Answer

Confirm.

or

If you know the number of the telephone that is ringing, enter it directly.

Accepting a call in a team → page 131.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Using the speakerphone

A colleague addresses you directly over the speaker with a speaker call. You hear a tone before the announcement. The other party's name or station number appears on the screen.

You can conduct the call with the handset or in speakerphone mode.

Lift the handset and answer the call.

or

Mute off

Press the "OK" key to confirm your selection and answer the call.

or

Press the key and answer the call.

If "handsfree answerback" is enabled (see below), you do not need to switch on the microphone - you can answer directly. You can answer immediately in speakerphone mode.
If handsfree answerback is disabled (default setting), follow the procedure described above.

Placing a speaker call to a colleague → page 64.

Enabling and disabling handsfree answerback

Open the idle menu → page 25.

HF answerback on

Select and confirm the option shown,

or

HF answerback off

select and confirm the option shown.

Step by Step

Answering calls from the entrance telephone and opening the door

If an entrance telephone has been programmed, you can use your telephone to speak to someone at the entrance telephone and to activate a door opener.
If you have the proper authorization (contact your service personnel), you can activate the door opener, enabling visitors to open the door themselves by entering a 5-digit code (using a DTMF transmitter or the keypad installed).

Speaking to visitors via the entrance telephone

Prerequisite: Your telephone rings.

Lift the handset within 30 seconds. You are connected to the entrance telephone immediately.

or

Lift the handset and answer the call.

Dial the entrance telephone number.

Opening the door from your telephone during a call from the entrance telephone

Open door

Confirm.

Opening the door from your telephone without calling the entrance telephone

Open the Program/Service menu → page 37.

Open door

Select and confirm the option shown.

Dial the entrance telephone number.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 141!

Opening the door with a code (at the door)

After ringing the bell, enter the five-digit code (using the keypad or a DTMF transmitter). Depending on how the door opener has been programmed, a doorbell call signal may or may not be forwarded.

Step by Step

Activating the door opener

Open the Program/Service menu → page 37.

More features ➔

Select and confirm the option shown.

Door opener on

Select and confirm the option shown.

Dial the entrance telephone number.

Confirm the five-digit code to change the code.

or

3=change password

Select the displayed function and press the "OK" dialog key to change the code.

1=enable with ring

Select and confirm the option shown.

or

2=enable w/o ring

Select and confirm the option shown. You can also open the door without a doorbell ring.

Deactivating the door opener

Open the Program/Service menu → page 37.

More features ➔

Select and confirm the option shown.

Door opener off

Select and confirm the option shown.

Accepting a call from an answering machine

Prerequisite: An answering machine is configured (consult your service personnel).

The LED lights up. Press the key shown.

For a more detailed description of how this function works, see → page 36.

Step by Step

Making calls

Redialing from a call list

For information about the call lists as well as sample entries, refer to → page 34.

Press the key until the call list you want is active.

Niels, Bohr → 18.10.

Select and confirm the entry you want.
The phone number is dialed immediately.

or

→

Open the context menu.

Dial

Confirm.
The phone number is dialed.

or

→

Open the context menu.

Details

Select and confirm the option shown.

→

Open the context menu.

Dial

Confirm.
The phone number is dialed.

Using a personal phonebook

For information about the personal phonebook as well as sample entries, refer to → page 31. For a description of how to create contacts, see → page 87.

Calling a contact from the phonebook list

Press the key shown until the "Personal" tab is active.

Search for a contact → page 31

or

Niels, Bohr →

Select with the TouchGuide.

OK

Confirm. The phone number defined as the default number (→ page 88) is dialed.

or

→

Open the context menu.

Step by Step

Dial

Select and confirm the required phone number using the icons.

Explanation of the icons → page 31.

Calling a contact from a group

Press the key shown until the "Personal" tab is active.

Options →

Select and confirm the option shown.

Open the context menu.

Groups

Select and confirm the option shown.

VIP →

Select the required group.

Open the context menu.

View

Confirm.

Niels, Bohr →

Select group member.

Confirm. The phone number defined as the default number (→ page 88) is dialed.

or

Open the context menu.

Dial

Select and confirm the required phone number using the icons.

Explanation of the icons → page 31.

Step by Step

Using a system phonebook

For information about the system phonebook, see → page 33.

Press the key shown until the "System" tab is active.

or

Open the idle menu → page 25.

Directory

Select and confirm the option shown.

if nec.

If the system phonebook contains multiple directories:

1=internal

Confirm.

Search for a contact → page 31

or

Marie, Curie →

Select with the TouchGuide.

Confirm. The phone number is dialed immediately.

or

Open the context menu.

Call

Select and confirm the option shown.

Using the LDAP directory

For information about the LDAP directory, refer to → page 33.

Prerequisite: You searched for and selected a contact in an LDAP database (→ page 93).

Isaac, Newton →

Confirm.
The phone number is dialed immediately.

or

Open the context menu.

Dial

Confirm.

or

Call

Select and confirm the option shown.

Step by Step

Making calls using system speed-dial numbers

Prerequisite: You know the system speed-dial numbers (consult your service personnel).

Open the Program/Service menu → page 37.

Use speed dialing

Select and confirm the option shown[1].

Enter a three-digit speed-dial number.

if nec.

Suffix-dialing

If necessary, you can suffix-dial additional digits (for example, the user's extension) at the end of the saved station number.
If this feature is configured, a suffix is automatically dialed (for example, "0" for the exchange) if no entries are made within 4 or 5 seconds.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Dialing with speed-dial keys

Prerequisite: You have configured speed-dial keys → page 63.

Open the Program/Service menu → page 37.

Use speed dialing — Select and confirm the option shown.

Press the key shown.

Press the required speed-dial key.

Configure a speed-dial key

You can program the keys [0+] to [9wxyz] with ten frequently used phone numbers.

Open the Program/Service menu → page 37.

Destinations → — Confirm.

Change Speed Dial — Select and confirm the option shown[1].

Press the key shown.

Press the required speed-dial key. If the key is already in use, the programmed phone number appears on the screen.

change — Confirm.

First enter the external code and then the external station number.

or

If you make a mistake

previous — Select and confirm the option shown. This deletes all entered digits.

Next — Confirm.

or

Change — Select and confirm the option shown.

or

delete — Select and confirm the option shown.

or

exit — Select and confirm the option shown.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Talking to your colleague with a speaker call

You can make a loudspeaker announcement through a loudspeaker if connected (ask your service personnel), or to an internal user with a system telephone without any action on their part.

Open the Program/Service menu → page 37.

Calls →

Select and confirm the option shown.

Speaker call

Select and confirm the option shown[1].

Enter the station number.

Responding to a speaker call → page 56.

Talking to your colleague with discreet calling

If this function has been configured (ask your service personnel), you can join an ongoing call conducted by an internal user at a system telephone with display. You can listen in unnoticed and speak to the internal user without being overheard by the other party (discreet calling).

Lift the handset.

* 9 wxyz 4 ghi 5 jkl

Enter the code.

Enter your internal station number.

Your service personnel can protect your telephone against discreet calling.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Automatic connection setup/hotline

If this function is configured (contact your service personnel), the system automatically sets up a connection to a preset internal or external destination.

Lift the handset.

Depending on the setting, the connection is either set up **immediately** or only **after** a preset **period of time** (hotline after a timeout).

Reserving a trunk

If configured (ask your service personnel), you can reserve an occupied trunk for yourself.
When the line is free, you receive a call and a note on the display.

Prerequisite: "Currently busy" appears on the display.

Reserve trunk

Confirm.

Reserved line is free

Your telephone rings. "Trunk is free" appears on the display.

Lift the handset.

You will hear the dial tone.

Enter the external phone number.

Step by Step

Assigning a station number (not for U.S.)

If this function has been configured (contact your service personnel), you can selectively assign a specific number (DID number) to your telephone before making an external call. The assigned number then appears on the called party's display.

Open the Program/Service menu → page 37.

Calls →

Select and confirm the option shown.

Temporary MSN

Select and confirm the option shown.

Enter the DID number you wish to use.

Enter the external phone number.

Associated dialing/dialing aid

If this function has been configured (contact your service personnel), you can use a dialing aid to dial numbers and set up calls for your telephone.
The operating procedure depends on whether the dialing aid is connected to the **S_0 bus** or the **a/b (T/R) port**.

You can also use your system telephone as a dialing aid for other telephones.

Dialing aid on the S_0 bus:

On the PC, select a destination and start dialing.
The speaker on your telephone is switched on. Lift the handset when the other party answers.

Dialing aid at the a/b (T/R) port:

On the PC, select a destination and start dialing.

"Lift the handset" appears on the PC screen.
Lift the handset.

Associated dialing from your telephone for another telephone

Open the Program/Service menu → page 37.

Associated dial

Select and confirm the option shown.

Enter the internal station number ("Dial for:").

Enter the number you wish to dial.

Step by Step

During a call

Using call waiting (second call)

You can be reached by a caller even if you are already conducting a call. The call waiting tone signals a second call.
You can ignore or accept the second call.
When you accept the waiting call, you can either end the first call or place it on hold and resume the call later on.
You can block the second call or the signal tone (→ page 68).

Prerequisite: You are conducting a call and hear the camp-on tone (approximately every six seconds).

Ending the first call and answering the second call

Replace the handset. Your telephone rings.

Answer the second call. Lift the handset.

Placing the first call "on hold" and answering the second call

Call waiting

Select and confirm the option shown.

You are immediately connected to the second caller. The first party is placed on hold.

Ending the second call and resuming the first one

quit and return

Confirm.

or

Replace the handset. "Recall" appears on the display.

Lift the handset.

You are reconnected with the first party.

Step by Step

Preventing and allowing a second call (call waiting)

If this function has been configured (ask your service personnel), you can prevent or allow a second call → page 67 from being signaled by automatic camp-on during an ongoing call.

Open the Program/Service menu → page 37.

Call wait.trm.off

Select and confirm the option shown[1],

or

Call wait.term.on

select and confirm the option shown.

Activating/deactivating the camp-on tone

You can suppress the camp-on tone (every six seconds) for external calls. A one-time special dial tone then alerts you to the waiting call.

Activating the call waiting tone

Open the idle menu → page 25.

Waiting tone on

Select and confirm the option shown.

Deactivating the call waiting tone

Open the idle menu → page 25.

Waiting tone off

Select and confirm the option shown.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Parking a call

You can park up to ten calls, either internal, external, or both. Parked calls can be displayed on and picked up from another telephone. This feature is useful if you want to continue a call at another phone.

Prerequisite: You are conducting a call.

Open the Program/Service menu → page 37.

Calls ➔

Select and confirm the option shown.

Park a call

Select and confirm the option shown.

... 9wxyz

Enter the number of the park slot (0 - 9) and make a note of it. If the park slot number you entered is not displayed, it is already in use; enter another one.

Retrieving a parked call

Prerequisite: One or more calls have been parked. The phone is idle.

Open the Program/Service menu → page 37.

Calls ➔

Select and confirm the option shown.

Retrieve call

Select and confirm the option shown[1].

... 9wxyz

Enter the park slot number you noted earlier.
If the park slot number you enter is not in use, you cannot retrieve the call.

If a parked call is not picked up, after a specific period of time the call is returned to the telephone from where it was parked (recall).

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Placing an external call on hold

If you have programmed a hold key on your phone → page 79, you can put external calls on hold. Then all other stations can accept the call on the assigned trunk.

Press the "Hold" key.

Held on line: 801

The message of the relevant trunk appears (e.g. 801) and note the trunk number.
If available, the LED of the assigned trunk key flashes slowly.

if nec.

or

Replace the handset or press the key shown.
Depending on the configuration, this may be necessary so other members can also pick up the call on hold.

Picking up a held call:

Prerequisite: One or more calls are on hold. The phone is idle.

Open the Program/Service menu → page 37.

Retrieve line

Select and confirm the option shown.

or

If the "Retrieve" → page 79 key is available, press it.

Enter the noted trunk number.

or

If there is a "Line:" key available for the relevant trunk, this flashes slowly. Press the key shown.

Step by Step

Conducting a conference

In a conference call, you can talk to as many as four other parties at the same time. These may be internal or external users.

You can only add parties to or remove them from a conference if you initiated the conference.

You are conducting a call.

if nec. → Open the context menu → page 27.

Start conference — Select and confirm the option shown.

Call a third party.

if nec. If the third party does not answer:

Return to held call — Confirm.

Inform this party that you are initiating a conference.

Conference — Select and confirm the option shown.

A tone sounds every 30 seconds to indicate that a conference is in progress.

Adding up to five parties to a conference

if nec. → Open the context menu → page 27.

Add party — Confirm.

Call the new party.

Conference — Select and confirm the option shown.

Removing parties from the conference

Select a station.

→ Open the context menu → page 27.

Remove party — Select and confirm the option shown.

Step by Step

Ending a conference

→ Open the context menu → page 27.

End conference — Select and confirm the option shown.

or

Replace the handset, if this feature is configured (contact your service personnel).

Removing the ISDN central office party from the conference

Select a station.

→ Open the context menu → page 27.

Drop last conf. party — Select and confirm the option shown.

Leaving a conference

→ Open the context menu → page 27.

Leave conference — Select and confirm the option shown.

or

Replace the handset, if this feature is configured (contact your service personnel).

Step by Step

Activating tone dialing/DTMF suffix-dialing

You can transmit dual-tone multifrequency (DTMF) signals to control devices such as an answering machine or automatic information system.

Open the Program/Service menu → page 37.

Calls ➔

Select and confirm the option shown.

DTMF dialing

Select and confirm the option shown.

You can use the keys 0+ through 9wxyz, * and # to transmit DTMF signals.

Ending the call also deactivates DTMF suffix dialing.
Your system may be configured so that you can start DTMF suffix-dialing immediately after setting up a connection.

Step by Step

Recording a call

If configured (contact your service personnel), you can record an ongoing call.

Prerequisite: You are on a call, the "Recording" key is configured → page 79.

Press the "Recording" key. The LED lights up.

You and the other party hear an acoustic announcement, indicating that recording has started, and an acoustic signal is emitted approx. every 15 seconds during the entire recording session.

During recording, it is not possible to add further call parties.

Stopping recording

Press the illuminated "Recording" key. The LED goes out.

Listening to a recording

Playback of the recording depends on the voice recording system used (see the associated user guide).

Step by Step

Transferring a call after a speaker call announcement in a group

If this function has been configured (contact your service personnel), you can use a speaker call (announcement, → page 131) to announce a call in progress to a group of users → page 64.
After a member of the group has accepted the call request, you can transfer the waiting party.

Prerequisite: You are conducting a call.

Consultation

Confirm. The other party is placed on hold.

Open the Program/Service menu → page 37.

Calls ➔

Select and confirm the option shown.

Speaker call

Select and confirm the option shown.

Enter the group's station number.

Announce the call.
When a member of the group accepts the call → page 56, you are connected to this party.

Replace the handset.

or

Transfer

Select and confirm the option shown[1].

If the connection between the two other parties is not established within 45 seconds, the call from the first party returns to you (recall).

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Trunk flash

To activate ISDN-type services and features through the network carrier's analog trunks or those of other communications platforms (such as "consultation hold"), you must send a signal to the trunks before dialing the service code or telephone number.

Prerequisite: You have set up an external connection.

Open the Program/Service menu → page 37.

Calls →

Select and confirm the option shown.

Trunk flash

Select and confirm the option shown[1].

Enter the service code and/or telephone number.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

If you cannot reach a destination

Call waiting (camp-on)

Prerequisite: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Camp-on

Wait (approx. 5 seconds) until "Camp-on" appears on the display and the busy tone is followed by the ring tone.

The called party can then respond → page 67.

The called party can prevent automatic call waiting → page 68.

If this feature is configured (contact your service personnel), you will hear the ring tone and the message "Camp-on" is immediately displayed.

Busy override – joining a call in progress

This function is only possible if configured by your service personnel.

Prerequisite: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Override

Select and confirm the option shown.

The called party and person to whom this party is talking hear an alerting tone every two seconds.
If the called party has a system telephone with display, the following appears on the screen: "Override: (Number or name)".

You can now start talking.

Step by Step

Using night answer

When night answer mode is active, for example during a lunch break or after office hours, all external calls are immediately forwarded to a specific internal telephone (night station). The night station can be defined by service personnel (standard night answer service) or by you (temporary night answer service).

Activating

Night answer on

Select and confirm the option shown.

*=default

Press the "OK" dialog key to confirm (standard night answer service).

or

Enter the destination number (temporary night answer service).

Save

Confirm.

Deactivating

Night answer off

Select and confirm the option shown.

Service personnel can also configure an "automatic night answer service". The automatic night answer service activates at specific times for your telephone depending on how it is programmed.
You can deactivate the automatic night answer service or replace it with a night answer service you configured.

Step by Step

Programming sensor keys

You can program frequently used functions, phone numbers or procedures on your OpenStage 60/80's sensor keys.

Configuring function keys

See also → page 20.

Example: Programming the Shift key

Press and hold the required sensor key.

Assign functionality

Confirm.

Change key

Confirm.

A list of all available functions is displayed, see the overview → page 80.

More features ➔

Select and confirm the option shown.

Shift Key

Confirm.

if nec.

Save incomplete

Select and confirm the option shown.
Some functions (e.g. with "Call forwarding") cannot be saved completely. This means that when later initiating the function by pressing the button, further inputs are required.

save

Confirm.

The programmed function is activated by briefly touching the key. For functions that can be switched on/off such as "Do not disturb", press once to switch the function on and press again to switch the function off. When the function is switched on, the LED lights up.

The label appears automatically and cannot be altered.

The LED displays → page 20 and → page 80 show the status of the function.

Step by Step

Overview of functions

The functions are split into the following menus:
- Destinations
- Feature Settings
- PIN and Authorization
- Calls
- More features

The available functions depend on your configuration. If a function is missing, contact your service personnel.

Saved function LED messages

Call forwarding, Forwarding - trunkForward Line, Night answer, Do not disturb, Telephone lock, Advisory message, Ringer cutoff, HF answerback on/off Join/leave group, Caller ID suppressionCall wait.term., Waiting tone off, Ring Transfer, Recording, Door opener on/off, Control Relay (only for HiPath 3000), Ringing group on, Shift Key, UCD(Available on/off, Work on/off, Night answer on/off, MULAP Privacy Release:

Saved function is not activated.

Saved function is activated.

Callback:

You have no entry for callback.

You have an entry for callback.

Repdial key (Internal), Direct station select:

Party not on a call.

Party is on a call or has activated DND.

Flashing quickly - I'm being called, please accept.
Flashing slowly - another party is being called and has not yet answered.

Call key, General call key, Trunk key, MULAP Key, Temporary MSN:

No call via corresponding trunk.

Active call via the corresponding trunk.

Flashing quickly - call on the relevant trunk, call pickup is possible by pressing the sensor key.
Flashing slowly - a call is placed on hold on the relevant trunk.

Step by Step

Trunk group key:

At least one trunk is free.

All lines in this trunk group are occupied.

View call charges:

No chargeable calls have been set up since the last check.

Chargeable calls have been set up since the last check.

Call forwarding, Forward Line:

Flashing slowly - your line is a call forwarding destination.

Fax details:

No fax received or no message on the answering machine.

Fax received or message on the answering machine.

View number of calls:

No waiting callers.

Flashing quickly - callers waiting (certain number is exceeded).
Flashing quickly - callers waiting (certain number is reached).

Data I/O Service:

No connection to an application.

Active connection to an application.

Flashing slowly, connection to an application is temporarily interrupted.

The following functions programmed on keys do not have a LED function:
Repdial key (external), Procedure key, Trace call, Speed dial, Clear, Lock all phones, Send message, Directory (1=internal, 2=LDAP), Call waiting, Toggle/Connect, Conference, Speaker call, Retrieve line, Reserve trunk, Release trunk, Temporary Phone, Override, Park a call, Pickup - directed, Pickup - group, Account code, Show call charges, Page, Answer page, Timed reminder, Open door, DTMF dialing, Recall-key, Room monitor, Hold key, Consult internal, Consultation, Associated dial, Associated serv., Tel. data service, Mobile Login, Discreet Call.

Step by Step

Programming a procedure key

Numbers and functions which require further input, i.e. which contain several operating steps, can be saved on a key on your telephone.

Press and hold the required sensor key.

Assign functionality — Select and confirm the option shown.

Change key — Confirm.

More features → — Select and confirm the option shown.

Procedure key — Confirm.

Enter procedure. Example:

* 6 mno 7 pqrs — Code for associated dialing.

2 abc 3 def 1 ␣ — Number of the phone to for which the call should be made.

0 + 1 ␣ 2 abc 3 def 4 ghi — the number to be called.

if nec. Press "Pause" to enter pauses (a "P" appears on the display).

Save — Confirm.

or If you make a mistake:

previous — Select and confirm the option shown.
This deletes all entered digits.

if nec.

Key label — Select and confirm the option shown → page 86.

exit — Confirm.

or

Another key — Select and confirm the option shown.

Step by Step

Select the stored procedure by clicking the sensor key.
Procedures with activatable/deactivatable functions are activated by pressing the sensor key once and deactivated by pressing it again.

You can press the procedure key during a call to automatically send the saved digits as DTMF signals → page 73.

Step by Step

Configuring repdial keys

You can also program internal and external station numbers on the second level. The LED function is not available for internal station numbers on the second level.
To program the second level, you must program a "Shift" key → page 79.

See also → page 20.

You can program repdial keys in two ways:
- "Configuring via a sensor key" → page 84
- "Configuring using the Program/Service menu" → page 85

Configuring via a sensor key

if nec.
Press the Shift key. The key LED lights up.

Press and hold the required sensor key.

Assign phone number (selected dialling)
Confirm.

The "Programming speed dial destination" page opens.

Select the "Number" entry.

Confirm.

Enter the station number.

Select the "Label" entry.

Confirm.

Enter the required key label text → page 24.

Select the "Options" entry.

Save & Exit
Select and confirm the option shown.

or

Press the key shown.

Save
Confirm.

Step by Step

Configuring using the Program/Service menu

Open the Program/Service menu → page 37.

Prog. feature key — Select and confirm the option shown.

Press the required sensor key.
If the key is already in use, the programmed phone number appears on the screen.

Change key — Confirm.

if nec.

+=Next layer — Select and confirm to save the phone number on the second level.

Destinations ➔ — Confirm.

Repdial key — Confirm.

Enter the station number.

or

Speed dial — Select and confirm the option shown.

Enter the speed-dial number (the speed-dial numbers correspond to the system phonebook → page 33).

if nec.

Key label — Select and confirm the option shown → page 86.

exit — Confirm.

or

Another key — Select and confirm the option shown.

Step by Step

Changing the label

The label set when a repdial key was programmed can also be subsequently changed.

Changing the label

Open the Program/Service menu → page 37.

Prog. feature key — Select and confirm the option shown.

Press the required sensor key.
The seizure is displayed on the screen.

Change key — Confirm.

if nec.

+=Next layer — Select and confirm to make the change on the second level.

Key label — Select and confirm the option shown.

change — Confirm.

Enter the required key label text → page 21.

change — Confirm.

or

Default label — Select and confirm to reset to the default label.

save — Select and confirm the option shown.

or

Previous — Select and confirm to cancel the entry.

exit — Confirm.

Deleting sensor key programming

Hold down the required key.

Delete — Select and confirm the option shown.

Step by Step

Phonebooks and call lists

Personal phonebook

For a detailed description of this function, see
→ page 31.

Creating a new contact

	Press the key until the "Personal" tab is active.
Options ➔	Confirm.
New contact	Confirm.
	The form for entering contact data opens.
Last name	Confirm.
	Enter and confirm text → page 24.
Business 1	Select and confirm the option shown.
	Enter and confirm the phone number → page 21.
if nec.	Select and fill out additional fields.
	Select the "Options" entry.
Save & exit	Select and confirm the option shown.
or	
	Press the key shown.
Save	Confirm.

Step by Step

Defining the default number

If you have multiple numbers saved for a contact, you can define the default number here that should be used when dialing directly using the phonebook → page 59.

Press the key until the "Personal" tab is active.

Niels, Bohr → — Select a contact.

→ — Open the context menu.

Details — Select and confirm the option shown.

Select the "Default No." entry.

Business 1 — The phone displays the current setting. Confirm.

Mobile — Select and confirm the required phone number.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Saving a picture for a contact

Prerequisite: Your service personnel have loaded pictures to the OpenStage.

Press the key until the "Personal" tab is active.

Niels, Bohr → — Select a contact.

→ — Open the context menu.

Details — Select and confirm the option shown.

Select the "Picture" entry.

No picture → — The phone displays the current setting. Confirm.

Picture 1 — Select and confirm the picture you wish to use.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

Step by Step

or

Press the key shown.

Save

Confirm.

Changing contact data

Press the key until the "Personal" tab is active.

Niels, Bohr ➔

Select a contact.

Open the context menu.

Details

Select and confirm the option shown.

Select the required field.

if nec.

Delete existing text.

Enter and confirm the new text → page 24.

if nec.

Select and edit additional fields.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm.

Step by Step

Managing the phonebook

Defining the contact display format

Press the key until the "Personal" tab is active.

Options ➔

Confirm.

Display

Select and confirm the option shown in the context menu.

Select and confirm the display format.

Example	Option
Miller, Peter	Lastname, Firstname
Peter Miller	Firstname Lastname
Miller, P	Lastname, F
P Miller	F Lastname

Press the key shown.

The display format is changed immediately.

Deleting contacts from the phonebook

Press the key until the "Personal" tab is active.

Niels, Bohr ➔

Select a contact.

Open the context menu.

Delete

Select and confirm the option shown.

Delete

Confirm in the pop-up menu.

The selected entry is deleted.

Deleting all phonebook entries

Press the key until the "Personal" tab is active.

Options ➔

Confirm.

Delete all

Select and confirm the option shown in the context menu.

Delete all entries

Confirm in the pop-up menu.

All entries are deleted.

Step by Step

Managing groups

Creating a group

Press the key until the "Personal" tab is active.

Options ➔ — Confirm.

Groups — Select and confirm the option shown in the context menu.

Options ➔ — Confirm.

New group — Confirm the option shown in the context menu.

Select the "Group name" entry.

Confirm.

Give the group a name → page 24.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

The new group is stored.

Adding a contact to a group

Press the key until the "Personal" tab is active.

Niels, Bohr ➔ — Select a contact.

Open the context menu.

Details — Select and confirm the option shown.

Select the "Groups" entry.

No group ➔ — Confirm.

VIP — In the context menu, select and confirm a group.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

Step by Step

or

Press the key shown.

Save

Confirm.

Deleting a contact from a group

Press the key until the "Personal" tab is active.

Niels, Bohr ➔

Select a contact.

Open the context menu.

Details

Select and confirm the option shown.

Select the "Groups" entry.

VIP ➔

Confirm.

No group

Select and confirm the option shown in the context menu.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm.

Deleting a group

Press the key until the "Personal" tab is active.

Options ➔

Confirm.

Groups ➔

Select and confirm the option shown in the context menu.

VIP ➔

Select and confirm a group.

Delete

Select and confirm the option shown.

Delete

Confirm in the pop-up menu.

The group is deleted and, if necessary, any assigned contacts remain saved in the phonebook.

Step by Step

LDAP database

For a detailed description of this function, see
→ page 33.

Finding an LDAP entry

Press the key shown until the "Corporate" tab is active.

Options ➔ — Confirm.

Find — Confirm the option shown in the context menu.

Scroll to the required search field (for example, "First name").
Confirm.

Enter search text → page 24.

Select the "Options" entry.

Find — Confirm.

Find — Confirm the option shown in the context menu.

If several entries match your search criteria, all are displayed in alphabetical order.

Viewing information about an LDAP entry

Coco, Chanel ➔ — Select an entry.

Open the context menu.

Details — Select and confirm the option shown in the context menu.

All available information is displayed.

Importing an LDAP entry into the phonebook

Coco, Chanel ➔ — Select an entry.

Open the context menu.

Save — Select and confirm the option shown.

The view changes to the personal phonebook.
if nec. Enter additional information.

The LDAP entry is now saved as a contact in your personal phonebook.

Step by Step

Call lists

For a detailed description of this function, see
→ page 34.

View details

Press the key until the call list you want is active.

Niels, Bohr 18.10.

Select the entry you want.

Open the context menu → page 27.

Details

Select and confirm the option shown.

For illustrated examples and descriptions of the displayed information, refer to → page 35.

Deleting entries

Deleting an individual entry

Press the key until the call list you want is active.

Niels, Bohr 18.10.

Select the entry you want.

Open the context menu → page 27.

Delete

Select and confirm the option shown.

The entry is deleted.

Deleting all entries in a list

Press the key until the call list you want is active.

Options →

Confirm.

Delete All

Confirm the option shown in the context menu.

All entries in the list displayed are deleted.

Step by Step

Displaying and assigning call charges

Displaying call charges (not for U.S.)

For the current call

Call charges are shown by default on the display when a call ends.
If you want to display call charges as they occur during a chargeable call, your service personnel must request this option from the network operator.
Call charge display must be requested from the network operator and configured by the relevant service personnel.
Depending on the setting, call charges are displayed during or after a call.
Depending on the network operator, free external calls are also displayed. The message "Free of Charge" appears on the screen either before or during the call.
If the cost indication facility has not been installed, the display will show the dialed number and/or the length of the telephone call.

If a call is forwarded, call charges are assigned to the destination of the call transfer operation.

For all calls and for the last call

Connection charges for the last chargeable call made are displayed first. After five seconds, the accumulated connection charge (total) is displayed.

Open the Program/Service menu → page 37.

More features ➔

Select and confirm the option shown.

Show call charges

Select and confirm the option shown[1].

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Displaying call charges for another telephone (not for U.S.)

If configured (contact your service personnel), you can also display and print chargeable calls for another phone (for instance. for a pay phone).

Prerequisite: You have programmed the function "Show call charges" on a key → page 79.

The LED lights up to indicate that a you have conducted a chargeable call since the last time you viewed the charges.

Press the "Call Charges" key. Chargeable calls are displayed.

Select a connection.

Print

Select and confirm the option shown,

or

Delete

select and confirm the option shown,

or

Add I information

select and confirm the option shown,

or

Exit

select and confirm the option shown.

Step by Step

Dialing with call charge assignment

You can assign external calls to certain projects.

Prerequisite: Your service personnel have defined account codes for you.

Open the Program/Service menu → page 37.

Calls ➔

Select and confirm the option shown.

Account code

Select and confirm the option shown.

Enter the account code.

if nec. #

Press the key shown,

or

#=Save

Confirm.

Must be configured (consult your service personnel):

Enter the external phone number.

You can also enter the account code during a call.

Step by Step

Privacy/security

User password

The user password protects access to the user menu → page 37.

The preset password "000000" is a blank password, that is, the "User" menu is freely accessible.

You can also configure this setting via the Web interface → page 170.

Press the key shown until the "Settings" tab is active.

User — Confirm.

Enter and confirm the user password → page 21.

Security — Select and confirm the option shown.

Select the "User password" entry.

****** — Confirm.

If applicable, delete the old password.

Enter a new password (at least six digits) and confirm your entry.

Select the "Confirm password" entry.

****** — Confirm.

Re-enter and confirm the password.

Select the "Phone lock" entry.

Disabled ➔ — The phone displays the current setting. Confirm.

Enabled — Select and confirm the option shown in the context menu.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Step by Step

Turning ringer cutoff on and off

If you do not wish to take calls, you can activate the ringer cutoff function. Calls are only identified by **one** ring signal, an indication on the display, and a key which has been programmed to flash (such as a trunk key).

Activating

Open the idle menu → page 25.

Ringer cutoff on

Select and confirm the option shown[1].

Deactivating

Open the idle menu → page 25.

Ringer cutoff off

Confirm.

Deactivating the ring tone

You can deactivate your ring tone if you do not want to be disturbed by your phone ringing.

Deactivating

Press the key shown until the icon for the deactivated ringer appears on the display → page 23.

Activating

Press the key shown until the icon for the deactivated ringer disappears on the display.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Do not disturb

If you do not wish to take calls, you can activate do not disturb. Internal callers hear the busy tone, external callers are connected to another phone, which you can specify (contact your service personnel).

In multi-line telephones, "Do not disturb" can only be used for the primary line → page 122.

Activating

Open the idle menu → page 25.

DND on

Select and confirm the option shown. The DND icon appears on the status bar → page 23.

Activating

Open the idle menu → page 25.

DND off

Confirm.

When you lift the handset, you will hear a special tone (continuous buzzing) reminding you that "Do not disturb" is activated.

Authorized internal callers automatically override the DND feature after five seconds.

Suppressing your phone number on the called party's phone

You can prevent your station number or name from appearing on the displays of external parties you call. This setting remains active until you deactivate it.

Activating

Open the idle menu → page 25.

Suppress call ID

Select and confirm the option shown.

Deactivating

Open the idle menu → page 25.

Restore caller ID

Select and confirm the option shown.

Your service personnel can activate/deactivate caller ID suppression for all phones.

Step by Step

Monitoring a room

You can use a phone to monitor a room. This function must be enabled on the monitoring phone.
When you call this phone, you can immediately hear what is happening in that room.

Activating the telephone to be monitored

Open the Program/Service menu → page 37.

Room monitor

Select and confirm the option shown.

You can either leave the telephone in speakerphone mode or lift the handset and leave it directed towards the noise source.

Deactivating the telephone to be monitored

Press the lit key. The LED goes out.

or

Replace the handset.

Monitoring the room

Enter the internal station number of the phone located in the room that you wish to monitor.

Step by Step

Trace call: identifying anonymous callers (not for U.S.)

You can identify malicious external callers. You can record the caller's phone number during a call or up to 30 seconds after a call. In this case, you should not hang up.

Open the Program/Service menu → page 37.

Trace call

Select and confirm the option shown.

If the trace is successful, the transmitted data is stored by your network operator. Contact your service personnel.

Step by Step

Locking the telephone to prevent unauthorized use

You can prevent unauthorized parties from using your phone during your absence.

Locking the phone

Open the idle menu → page 25.

Lock phone

Select and confirm the option shown.

or

Press the key shown.

Enter code (telephone lock) → page 105.

The padlock icon appears on the status bar → page 23.

Unlocking the phone

Open the idle menu → page 25.

Unlock phone

Select and confirm the option shown.

or

Press the key shown.

Enter code (telephone lock) → page 105.

When the phone is locked, a special dial tone sounds when the handset is lifted. Within the system, users can make calls as normal.

Your phone can also be locked or unlocked by an authorized party → page 104.

Step by Step

Locking another telephone to prevent unauthorized use

If configured (contact your service personnel), you can lock and unlock other telephones against unauthorized access.

If a phone user locks his or her phone and forgets the personal lock code, you can use this function to unlock the phone.

Open the Program/Service menu → page 37.

Lock all phones

Confirm[1].

Enter the internal station number of the phone you wish to lock/unlock.

*=lock phone

Confirm.

or

#=unlock phone

Select and confirm the option shown.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Saving your PIN

Enter the lock code to use the functions
- for locking the phone → page 103
- for using another telephone like your own → page 111

You can change this lock code on your own.

If you forget your code, contact your service personnel to have the default code restored.

The default code is "00000".

Open the Program/Service menu → page 37.

PIN and Authorization ➜

Select and confirm the option shown.

Change PIN

Select and confirm the option shown[1].

Enter the code.

Enter the new PIN.

Re-enter the new PIN.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

More functions/services

Appointments function

You can program your telephone to send you a timed reminder call.

You must save the relevant time of the call for this. You can enter a single appointment that will take place in the next twenty-four hours or you can enter a daily recurring appointment.

Saving appointments

Open the Program/Service menu → page 37.

Timed reminder on

Select and confirm the option shown.

Enter a 4-digit time, such as 0905 for 9.05 (= 9.05 a.m.) or 1430 für 14.30 (= 2.30 p.m.).

possibly 2abc **or** 7pqrs

If the selected language is "US English" → page 152, you can enter the code 2 for "am" or 7 for "pm" (standard = "am").

one time only

Confirm.

or

Daily

Select and confirm the option shown.

Save

Confirm.

Deleting and checking a saved appointment

Open the Program/Service menu → page 37.

Timed reminder off

Select and confirm the option shown.

Delete

Confirm.
The reminder is deleted.

or

Exit

Select and confirm the option shown.
The reminder is not deleted.

Step by Step

Using timed reminders

Prerequisite: You have saved a reminder → page 106. The saved time arrives.

Reminder at 1200

The phone is ringing. The appointment time is displayed.

Press key twice.

or

Lift the handset and replace it again.

If you do not answer the timed reminder, it is repeated five times and then deleted.

Step by Step

Sending a message

You can send short text messages to individual stations or groups of stations with system telephones.

Creating and sending a message

Open the idle menu → page 25.

or

Open the context menu during a call

Send message

select and confirm the option shown.

Enter the internal station number of the recipient or group.

0=Please callback

Select predefined text (can be changed by service personnel) and confirm.

or

0+ ... 9wxyz

Enter the code.
The code is shown on your display with the corresponding message.

or

Enter message text

Select and confirm, for information on how to enter text → page 21.

Send

Confirm.

Transmitted text messages are saved as callback requests on system telephones with no display and on ISDN, pulse or tone dialing telephones.

Displaying and deleting messages you have sent

Prerequisite: The recipient has not yet accepted a sent message.

Open the idle menu → page 25.

View sent message

Select and confirm the option shown.

Message sent

Confirm.

The text message is displayed.

Delete

Select and confirm the option shown.

The message is deleted.

Step by Step

Viewing and editing incoming messages

Pay attention to the notes on → page 36.

The LED lights up. Press the key shown.

or

View messages

Confirm.

The sender's caller ID appears on the display.

Message sent

Confirm.

The text message appears on the display.

Viewing the transmission time

Time/date sent

Confirm.

Calling the sender

Call sender

Select and confirm the option shown.

Deleting messages

Delete

Select and confirm the option shown.

Step by Step

Leaving an advisory message

You can leave messages/advisory messages on your phone's display for internal callers that wish to contact you in your absence.
When you receive a call, the message appears on the caller's display.

Open the idle menu → page 25.

Advisory msg. on

Select and confirm the option shown.

0=Will return at:

Select predefined text (can be changed by service personnel) and confirm.

or

0+ ... 9wxyz

Enter the code directly.
The code is shown on your display with the corresponding message.

Predefined messages with a colon can be completed by entering a digit.

or

Enter message text

Select and confirm, for information on how to enter text → page 21.

Save

Confirm.

Deleting advisory messages

Open the idle menu → page 25.

Advisory msg. off

Confirm.

or

The LED lights up if the "Advisory message" key is available → page 79. Press the key shown.

Step by Step

Displaying the number of waiting calls/ overload display

You can show the number of external waiting calls on the display by pressing the "View number of calls" key → page 79.

Press the " Calls in Q" key.

If the number of waiting calls exceeds a preset limit while you are engaged in another call (overload), the LED on the key lights up. Contact your service personnel to find out the waiting call limit.

LED off: There are no waiting calls.

- LED is flashing slowly:
  The set limit has been reached.
- LED is flashing quickly:
  The limit has been exceeded (overload).

Using another telephone like your own for a call

Other parties can temporarily use your phone like their own for an outgoing call.

Open the Program/Service menu → page 37.

PIN and Authorization ➔

Select and confirm the option shown.

Temporary Phone

Select and confirm the option shown[1].

Enter the number of the other user.

Enter the other user's lock code.→ page 98.

if nec.

Change PIN

If the other user has not set a PIN, he or she is prompted to do so on his or her phone.

Enter the external phone number.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Using another phone like your own for extended periods (mobility)

If configured, you can use any OpenStage like your own phone. Your phone number is transferred along with all settings (for example, programmed keys).

Prerequisite: You received a mobile phone number and, where applicable, a password (consult your service personnel).

Open the Program/Service menu → page 37.

Mobile Logon

Select and confirm the option shown.

Enter the mobile phone number.

if nec.

Enter the logon password/logon.

if nec.

Press the key shown.

or

Entry complete

Confirm.

Logging off

Mobile Logoff

Select and confirm the option shown.

Step by Step

Fax details and message on answering machine

If a fax or answering machine is connected to your system and you have assigned the "Fax details" function to a programmable key → page 79, the key lights up when a fax or a message has been received.

Deactivating signaling

Press the flashing key "Fax service". The LED goes out.

Resetting services and functions (system-wide cancellation for a telephone)

A general reset procedure is available for initiated functions. The following functions are deleted, if enabled:

- Forwarding on
- Advisory msg. on
- Ringing group on
- Hunt group off
- Suppress call ID
- Call waiting tone off
- Do not disturb on
- Ringer cutoff on
- Received messages:
- View callbacks

Open the Program/Service menu → page 37.

More features ➔

Select and confirm the option shown.

Reset services

Select and confirm the option shown[1].

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Activating functions for another telephone

If configured (contact your service personnel), you can activate and deactivate the following functions for other phones (associated service):

- Do not disturb,
  code: *97/#97 → page 100
- Call forwarding,
  code: *11, *12, *13/#1 → page 49
- Lock and unlock phone,
  code *66/#66 → page 103
- Ringing group,
  code *81/#81 → page 131
- Leave an advisory message,
  code *69/#69 → page 108
- Group call,
  code *85/#85 → page 131
- Reset services and functions,
  Code #0 → page 113
- Control relays,
  code *90/#90 → page 120
- Night answer,
  code *44/#44 → page 78
- Timed reminders,
  code *46/#46 → page 106

Open the Program/Service menu → page 37.

Associated serv.

Select and confirm the option shown.

Enter the internal station number of the phone where you wish to activate the function.

Enter code (for example, *97 for "Do not disturb on").

For any additional input, follow the instructions on your display.

Step by Step

Using system functions from outside DISA (direct inward system access)

If configured (contact your service personnel), you can use an external phone like an internal station to set up an outgoing external connection via the system. You can also activate or deactivate the following system functions:

- Reset services and functions, code #0 → page 113
- Call forwarding, code *1/#1 → page 49
- Lock and unlock phone, code *66/#66 → page 103
- Save your PIN, code *93 → page 105
- Send a message, code *68/#68 → page 108
- Leave an advisory message, code *69/#69 → page 110
- Ringing group, code *81/#81 → page 131
- Group call, code *85/#85 → page 131
- Caller ID suppression, code *86/#86 → page 100
- Camp-on tone, code *87/#87 → page 68
- Open door, code *61 → page 57
- Release door opener, code *89/#89 → page 58
- Control relays, code *90/#90 → page 120
- Do not disturb, code *97/#97 → page 100
- Ringer cutoff, code *98/#98 → page 99
- Dial using speed dial, code *7 → page 62
- Associated service, code *83 → page 114

Prerequisite: Your phone supports tone dialing (DTMF) or you can switch your phone to tone dialing. The phone is not connected to the system.

Establish a connection to the system. Enter the station number (contact your service personnel).

Wait for the continuous tone (if necessary, switch phone to tone dialing) and enter the internal number assigned to you and the corresponding PIN.

Enter the code (only required if programmed in the system).

Step by Step

Wait for the dial tone and enter the code for example, *97 for Do not disturb on. If necessary, make further entries; refer also to the user guide for dial pulse/DTMF phones.

or

Dial the external number.

You can only perform one function/establish one outgoing connection at a time.
The connection is cleared as soon as the function is successfully activated.
In the case of an external call, the connection is cleared as soon as one of the call partners hangs up.

Step by Step

Using functions in ISDN via code dialing (keypad dialing)

If authorized (contact your service personnel), you can access ISDN functions in some regions using codes.

Open the Program/Service menu → page 37.

Keypad dialing

Select and confirm the option shown.

Enter the required trunk number (contact your service personnel).

Entering a code for required ISDN function (contact your service personnel).

Contact your network provider to find out which ISDN functions can be code-operated in your country.

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Step by Step

Controlling connected computers or programs running on them/ telephone data services

If this function has been configured (contact your service personnel), you can control connected computers or programs running on them, such as hotel services or information systems, from your telephone.

Prerequisite: You have set up a connection.

Open the Program/Service menu → page 37.

Tel. data service

Confirm.

For entering data, you are guided by the connected computer. However, depending on configuration (contact your service personnel), you must activate your entries in one of the following ways:

Inputs in en-bloc mode

0+ ... 9wxyz

Enter data.

#

Complete entry.

or

Entry complete

Select and confirm the option shown.

Inputs in online mode

The connected computer processes your entries directly.

#

Complete entry.

0+ ... 9wxyz

Enter data.

Step by Step

Communicating with PC applications over a CSTA interface

If configured (contact your service personnel), you can use your phone to communicate with PC applications (CSTA = **C**omputer **S**upported **T**elecommunications **A**pplications). You send information to the application and receive information from the application, for example, via your phone display.

Press the "Data I/O" key, key programming → page 79.

Enter the three-digit ID for the application you wish to control.

Use the TouchGuide and the keypad for communication with the application.

Temporarily interrupting communication with the application

The phone is ringing. You answer the call.

The LED on the "Data I/O" key flashes: Communication to the application is automatically interrupted.

Resuming communication with the application

Press the flashing "Data I/O" key. The LED lights up.

Ending communication with the application

Select and confirm the relevant CSTA message.

or

Lift the handset and replace it again.

Step by Step

Controlling relays (only for HiPath 3000)

If this function has been configured (contact your service personnel), you can use up to four relays to enable/disable different devices (such as a door opener). Depending on how you program the relays, you can activate and deactivate them manually them or configure them to activate and deactivate automatically (after timeout).

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 140!

Control Relay On

Select and confirm the option shown,

or

Control Relay Off

select and confirm the option shown.

1 ␣ ... 4 ghi

Enter the relay.

Sensors (only for HiPath 33x0/35x0)

If configured (consult your service personnel), sensors are able to recognize signals, call your phone, and display an appropriate message on the screen.

Step by Step

Radio paging (not for U.S.)

If radio paging equipment (PSE) is connected to your system (contact your service personnel), you can locate people via their pocket receivers.

Pocket receivers signal a call request to the person you want to page. This person can then answer the page at the nearest phone.

Paging persons

To ensure that you can be found, you must have enabled a ringing group → page 131, call forwarding → page 47 or call forwarding-no answer to the internal station number of your PSE.
A call request is signaled automatically.

Answering the page from the nearest telephone

Lift the handset.

Enter the code.

Enter own station number.

Step by Step

Making calls in the team/executive/secretary configuration

If configured (consult your service personnel), you belong to a team of subscribers with multiple lines (multi-line → page 12). Your phone features trunk keys (MULAP keys) → page 123.

Lines

A distinction is made between primary and secondary lines. Each of these line types can be used on a private or shared basis → page 122.

Primary line

All multi-line telephones have a primary line. This line can be reached in the usual manner via your public phone number. Incoming calls are signaled on this line.

Secondary line

The secondary line on your phone is used as a primary line by another subscriber. Your primary line, which is configured on another telephone, simultaneously functions as the secondary line on that telephone.

Line utilization

Private line

A line that is used by a single telephone. This line cannot be used as a secondary line by another telephone.

Shared line

A line that is configured on multiple telephones. The line status (if configured) is displayed for all telephones that share this line. If, for example, a shared line is being used by a telephone, a status message indicating that this line is busy is displayed on all other telephones.

Direct call line

A line with a direct connection to another telephone.

You can see the status of the line from the LED.

Step by Step

Line seizure

Line seizure must be configured (consult your service personnel). If automatic line seizure is configured, a trunk is automatically assigned when you lift the handset or press the trunk key.

Trunk keys

The programmable sensor keys on multi-line phones function as trunk keys. Every sensor key programmed as a "Trunk key" (key label: Transfer Trk) corresponds to a trunk with the result that you can configure up to nine trunks in OpenStage 80 and up to eight trunks in OpenStage 60.

As a team member, you can independently program the following functions on sensor keys → page 79:

- Direct station select
- Join/leave group
  (not available on executive phone in an executive/secretary team)
- Ring Transfer: On/Off
  (only in an executive/secretary team)

You can also program a sensor key with the function "Forward Line" (call forwarding) for each line.

LED displays on trunk keys

LED		Explanation
■	Off	– The line is in idle mode.
\\\|// □	Flashing[1]	– Incoming call on the line – Hold reminder is activated – The line is on "Hold".
□	On	– The line is busy.

[1] In this manual, flashing sensor keys are identified by this icon, regardless of the flashing interval. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

Step by Step

Answering calls with the trunk keys

Prerequisite: You can see an incoming call on a trunk.

if nec. Press the trunk key that is flashing quickly.
(only if Prime Line → page 123 is not active).

Lift the handset.

or Speakerphone mode.

Dialing with trunk keys

if nec. ▬ Select a line (only if Prime Line → page 123 is not active).

Enter the station number.

Lift the handset.

or Speakerphone mode.

Placing a call on hold on a trunk key and retrieving the held call

Prerequisite: You are conducting a call via one of your group's trunks. The "Hold" key has been programmed on your telephone → page 79.

Hold

▬ Press the "Hold" key.

if nec.

or Replace the handset or press the key shown.
Depending on the configuration (contact your service personnel), this may be necessary so other team members can also pick up the call on hold.

Retrieving the call

Press the trunk key flashing slowly.

Step by Step

Making calls on multiple lines alternately

Prerequisite: You are conducting a call via one of your group's trunks. Another trunk key is flashing.

Press the flashing trunk key. The first call party is on hold on the other trunk.

Press the trunk key flashing slowly. The second call party is on hold.

You can switch between lines as often as you wish. Press the trunk key flashing slowly each time.

MULAP conference release

If configured (consult your service personnel), you can program a sensor key on your phone with the function "MULAP Privacy Release"→ page 79. The default label is "Priv Release".

If you program this key, you do not have to use the menu to set up a conference. Your team partner only has to press the flashing trunk key associated with your trunk on his or her phone to immediately join the conference.

You are conducting a call.

Press the "Priv Release" key. The LED lights up.

Up to three team members can now join the conference.

Prerequisite: The trunk on which you are speaking is configured on the other phone as a trunk key.

Press the flashing trunk key.

Step by Step

Direct station selection key

Your phone features a programmable sensor key configured for direct station selection for every team member.

Meaning of LED displays on DSS keys

LED		Meaning of function key
▬	Off	Team party not on a call.
⩚	Flashing[1]	**Quickly**: I am being called, please accept. **Slowly**: Another party is being called and has not yet answered.
▭	On	Team party is on a call or has activated DND.

[1] In this manual, flashing sensor keys are identified by this icon, regardless of the flashing interval. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

Using DSS keys to answer calls

Prerequisite: Your telephone rings or the DSS key flashes.

if nec. ⩚ Press the flashing DSS key.

Lift the handset.

or

Press the key shown.

Calling a team member directly

▬ Press the DSS key.

or

▭ If the team member you wish to reach is engaged in another call, the DSS key on your telephone is lit. You can still make the call in this case.

Lift the handset.

or Speakerphone mode.

Step by Step

Transferring a call in progress

Press the DSS key and announce the call if necessary.

Replace the handset.

or

Press the key shown.

Accepting a call for another team member

Press the flashing DSS key or trunk key.

Lift the handset.

or Speakerphone mode.

Step by Step

Forwarding calls on trunks

You can immediately forward internal or external calls to different internal or external telephones (destinations). (External destinations require special configuration in the system).
Activating call forwarding for one trunk activates the function for all trunk keys assigned to this trunk in your group.

Open the Program/Service menu → page 37.

Forward Line: On — Select and confirm the option shown.

Press the required trunk key.

or

Enter the required trunk number.

or

If available, press the "CFW MULAP" key.
(You have programmed a key with the incomplete "CFW MULAP" function, excluding the call forwarding type and destination → page 79.)

1=all calls — Confirm,

or

2=external calls only — select and confirm the option shown,

or

3=internal calls only — select and confirm the option shown.

or

1 ␣ or 2 abc or 3 def — Enter the code.

Enter the destination phone number.

Confirm.

or

If available, press the "CFW MULAP" key. (You have programmed the "CFW MULAP" key with the call forwarding type and destination, → page 79.)

Step by Step

Deactivating call forwarding

Open the Program/Service menu → page 37.

Forward Line: Off

Select and confirm the option shown.

Press the required trunk key.

or

Enter the required trunk number.

or

If available, press the "CFW MULAP" key.

If you have activated call forwarding for a trunk, a special dial tone sounds when the line is seized.

Understanding the LED displays on the sensor key for "CFW MULAP"

The LED on the "CFW MULAP" key is off - call forwarding is not active for this trunk.

The LED on the "CFW MULAP" key lights up - call forwarding is active for this trunk.

The LED on the "CFW MULAP" key is flashing **slowly**, the trunk is the call forwarding destination.

Step by Step

Transferring calls directly to the executive phone

Normally, all calls for the executive are audibly signaled only by the secretary phone.
You can set audible signaling so calls are signaled only by the executive phone or by a second phone assigned to it.

Prerequisite: On your phone there is a sensor key programmed with the function "Ring Transfer". The default label is "Ring xfer".

This function is only available for the executive/secretary configuration.

Activating

Press the "Ring xfer" key. The LED lights up.

or

Open the Program/Service menu → page 37.

Ring Transfer: On

Select and confirm the option shown.

Press the required trunk key.

or

Enter the required trunk number.

Deactivating

Press the "Ring xfer" key. The LED goes out.

or

Open the Program/Service menu → page 37.

Ring Transfer: Off

Select and confirm the option shown.

Press the required trunk key.

or

Enter the required trunk number.

Step by Step

Using team functions

If configured (consult your service personnel), your telephone is part of a team. The team consists of internal phones that are able to use certain functions.

Activating/deactivating a group call

If configured (consult your service personnel), you belong to one or more groups of stations, which can be reached via hunt group or group call station numbers. Incoming calls are signaled one after the other (= hunt group) or simultaneously (= group call) on all phones in the group, until a group member answers the call.
You can also belong to a team (including executive/secretary configurations) in which station numbers are programmed on trunk keys → page 122.

Every group member can still be reached at his or her personal phone number.

You can activate and deactivate the audible signal for a hunt group, group call or individual trunks in a group (including executive/secretary).
If the LED on a programmed "Hunt group" key is illuminated → page 79, this means that the audible tone was activated for at least one group.

This function is not available for the executive phone in team/executive/secretary configurations.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 136!

Open the idle menu → page 25.

Leave group

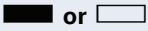
Select and confirm the option shown[1].

or

Join group

Select and confirm the option shown.

or



Press the "Hunt group".

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

You belong to multiple groups or to one group with trunk keys (including executive/secretary configuration)

Open the idle menu → page 25.

Leave group

Select and confirm the option shown[1],

or

Join group

select and confirm the option shown.

or

Press the "Hunt group".

301 X Group name

If an "X" appears between group/trunk number (such as 301) and group name, the audible tone is active for this group or trunk.

or

301 Group name

No "X" means that the audible tone is deactivated.

Next

Confirm. The next group/trunk number is displayed with a group name.

or

Leave group

Select and confirm the option shown[1].
The audible tone for the group/trunk displayed is deactivated.

or

Join group

Select and confirm the option shown[1].
The audible tone for the group/trunk displayed is activated.

or

#=Leave all groups

Select and confirm the option shown[1].
The audible tone for all groups and trunks is deactivated.

or

*=Rejoin all groups

Select and confirm the option shown[1].
The audible tone for all groups and trunks is activated.

If you have activated the audible tone for another group/trunk or deactivated the audible tone for all groups/trunks you belong to, you will hear a special dial tone when you lift the handset.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Accepting a call for another member of your team

You can use your own telephone to accept calls for other telephones in your team, even while engaged in an ongoing call. To do this, contact your service personnel to find out if a pickup group has been configured.

Prerequisite: Your telephone rings briefly. "Call for:" appears on the upper display line with the station number/name of the originator; the station number/name of the caller appears on the lower line.

Pickup - group

Select and confirm the option shown.

Ringing group

You can have calls for your telephone signaled audibly at up to five other internal phones. The phone that answers the call first receives the call.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 139!

Saving, displaying, and deleting telephones for the ringing group

Open the Program/Service menu → page 37.

Destinations →

Confirm.

Ringing group on

Select and confirm the option shown[1].

Follow the display prompts (enter the internal station number).

If your phone belongs to a ringing group, your display will show the station number or the name of the originator on the upper line and that of the caller on the lower line.

Removing all telephones in a call ringing group

Open the idle menu → page 25.

Ringing group off

Select and confirm the option shown.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Uniform Call Distribution (UCD)

If configured (consult your service personnel), you may belong to a group of stations (agents), to which calls are distributed.
An incoming call is always assigned to the agent idle the longest.

Logging on and off at the beginning and end of your shift

Open the Program/Service menu → page 37.

Destinations →

Confirm.

UCD →

Select and confirm the option shown[1].

Log on

Confirm,

or

Log off

select and confirm the option shown.

To log on, enter your identification number ("Agent:"). Contact your service personnel to find out what it is.

Logging on and off during your shift

Open the Program/Service menu → page 37.

Destinations →

Confirm.

UCD →

Select and confirm the option shown[1].

Not available

Confirm,

or

Available

select and confirm the option shown.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Requesting and activating a work time

You can request/activate work time to ensure you have enough time to wrap up the last call. Your phone is excluded from call distribution for a set period or until you log back on.

Open the Program/Service menu → page 37.

Destinations → — Confirm.

UCD → — Select and confirm the option shown[1].

Work on — Confirm,

or

Work off — select and confirm the option shown.

Turning the night service on and off for UCD

Open the Program/Service menu → page 37.

Destinations → — Confirm.

UCD → — Select and confirm the option shown[1].

UCD night on — Confirm,

or

UCD night off — select and confirm the option shown.

Display the number of waiting calls

Open the Program/Service menu → page 37.

Destinations → — Confirm.

UCD → — Select and confirm the option shown[1].

Calls in queue — Confirm.

[1] "Different displays in a HiPath 4000 environment" → page 167

Step by Step

Special functions in the LAN (PC network)

If your telephone is operating in a HiPath 5000 environment, multiple HiPath 2000/HiPath 3000 systems are interconnected via a LAN (**L**ocal **A**rea **N**etwork, such as a proprietary PC network). You are conducting a call via the LAN (PC network).
In this instance, you must note certain particularities for some functions. These are described in this section.

HiPath OpenOffice ME cannot be integrated into a HiPath 5000 environment.

Leaving hunt group/group call

Prerequisite: You are part of a hunt group/group call → page 131 in another HiPath 2000/HiPath 3000.

Open the idle menu → page 25.

DISA intern

Select and confirm the option shown.

Enter the (DISA) station number of the other HiPath 2000/HiPath 3000.

OK or #

Confirm your entry.

Enter the (DISA) station number of your phone.

OK or #

Confirm your entry.

Leave group

Confirm,

or

Join group

select and confirm the option shown.

You belong to multiple groups associated with another HiPath 2000/HiPath 3000

Enter group number for "directed joining/leaving".

Step by Step

Setting up "follow me" call forwarding

You can activate/deactivate call forwarding HiPath 5000 for your phone from other phones in the → page 49 environment.

Open the idle menu → page 25.

DISA intern

Select and confirm the option shown.

(DISA) station number of your HiPath 2000/ HiPath 3000.

OK or

Confirm your entry.

Enter the (DISA) station number of your phone.

OK or

Confirm your entry.

Activating

Open the idle menu → page 25

Forwarding on

Select and confirm the option shown.

1=all calls

Confirm,

or

2=external calls only

select and confirm the option shown,

or

3=internal calls only

select and confirm the option shown.

Enter the destination phone number.

Save

Confirm.

Deactivating

Open the idle menu → page 25.

Forwarding off

Select and confirm the option shown.

Step by Step

Using night answer

If authorized (contact your service personnel), you can define telephones in other HiPath 2000/HiPath 3000 communications platforms as the night answer → page 78.

Open the idle menu → page 25.

DISA intern

Select and confirm the option shown.

Enter the (DISA) station number of the HiPath 2000/ HiPath 3000 where the night answer phone is connected.

OK or #

Confirm your entry.

Enter the (DISA) station number of the phone you are using to activate/deactivate night answer.

OK or #

Confirm your entry.

Activating

Open the idle menu → page 25.

Night answer on

Select and confirm the option shown.

Enter the destination number (= temporary night answer service).

Save

Select and confirm the option shown.

Deactivating

Open the idle menu → page 25.

Night answer off

Select and confirm the option shown.

Step by Step

Ringing group

You can have calls for your telephone signaled audibly at external telephones or at telephones in other HiPath 2000/HiPath 3000 communications platforms → page 131.

Saving, displaying, and deleting telephones for the ringing group

Open the Program/Service menu → page 37.

Destinations → — Confirm.

Ringing group on — Select and confirm the option shown.

Add to ringing group — Confirm,

or

Add another station — select and confirm the option shown,

or

Display/remove — select and confirm, then follow the operating instructions.

Enter the station number.

Entry complete — Confirm.

Save — Confirm.

Exit — Select and confirm the option shown.

Removing all telephones in a call ringing group

Open the idle menu → page 25.

Ringing group off — Select and confirm the option shown.

Step by Step

Controlling relays (only for HiPath 3000)

If this feature is configured (contact your service personnel), you can also control relays → page 120 in other HiPath 3000 communications platforms.

Open the idle menu → page 25.

DISA intern

Select and confirm the option shown.

Enter the (DISA) station number of the HiPath 3000, where you wish to control the relay.

OK or

Confirm your entry.

Enter the (DISA) station number of the phone you wish to use to control the relay.

OK or

Confirm your entry.

Control Relay On

Confirm,

or

Control Relay Off

select and confirm the option shown.

Enter the relay.

Step by Step

Opening a door

If configured (contact your service personnel), you can also activate the door opener → page 57 in other HiPath 2000/HiPath 3000 communications platforms.

Open the idle menu → page 25.

DISA intern

Select and confirm the option shown.

Enter the (DISA) station number of the HiPath 2000HiPath 3000/, where you wish to control the relay.

OK or #

Confirm your entry.

Enter the (DISA) station number of the phone you wish to use to control the relay.

OK or #

Confirm your entry.

Open door

Select and confirm the option shown.

Dial the entrance telephone number.

Step by Step

Individual phone configuration

Adjusting display settings

Adjusting the display to a comfortable reading angle

You can swivel the display unit. Adjust the display unit so that you can clearly read the screen.

Setting contrast

You can adjust the display contrast on OpenStage 80 to suit the lighting conditions in your work environment.

You can also make this setting via the Web interface (→ page 170).

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. Enter and confirm the user password.

Phone — Select and confirm the option shown.

Display — Select and confirm the option shown.

Select the "Contrast" entry.

Confirm.

Set the contrast (freely adjustable).

or

Set the contrast in stages.

Confirm.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Step by Step

Duration for idle mode

Set the duration for which the OpenStage should be idle before automatically switching to idle mode.

You can also configure this setting via the Web interface → page 170.

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. — Enter and confirm the user password.

Phone — Select and confirm the option shown.

Display — Select and confirm the option shown.

Select the "Inactivity delay (mins)" entry.

30 — The phone displays the current setting. Confirm.

20 — Select and confirm the value you want in the context menu.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Step by Step

Screensaver

Activate a screensaver for the telephone idle state.

You can also configure this setting via the Web interface → page 170.

Activating the screensaver

Prerequisite: Your service personnel have loaded pictures to the OpenStage.

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. Enter and confirm the user password.

Phone — Select and confirm the option shown.

Screensaver — Select and confirm the option shown.

Select the "Enabled" entry.

No ➔ — The phone displays the current setting.
Confirm.

Yes — Select and confirm the option shown in the context menu.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Step by Step

Screensaver fade-in time

Set the speed at which the screensaver images change here (5 - 60 seconds).

Press the key shown until the "Settings" tab is active.

User

Confirm.

if nec.

Enter and confirm the user password.

Phone

Select and confirm the option shown.

Screensaver

Select and confirm the option shown.

Select the "Transition delay (secs)" entry.

10 ➔

The phone displays the current setting.
Confirm.

15

Select and confirm the value you want in the context menu.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm.

Step by Step

Color scheme

Select your preferred appearance for the menu display here.

For sample display themes, see → page 23.

You can also configure this setting via the Web interface → page 170.

Press the key shown until the "Settings" tab is active.

User

Confirm.

if nec.

Enter and confirm the user password.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

Select the "Set skin" entry.

Crystal sea ➔

The phone displays the current setting.
Confirm.

Warm grey

Select and confirm the option shown in the context menu.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm.

Step by Step

Changing lamp brightness for TouchSlider

Adjust the brightness of the TouchSlider → page 17 by choosing one of the six settings available.

You can also configure this setting via the Web interface → page 170.

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. Enter and confirm the user password.

Phone — Select and confirm the option shown.

Display — Select and confirm the option shown.

Select the "Slider brightness" entry.

Confirm.

Set the contrast (freely adjustable).

or

Set the contrast in stages.

Confirm.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Step by Step

Adjusting displays on the OpenStage Key Module

If you have connected an OpenStage Key Module, you can adjust the key label contrast to suit your ambient lighting.

You can also configure this setting via the Web interface → page 170.

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. Enter and confirm the user password.

Phone — Select and confirm the option shown.

Display — Select and confirm the option shown.

Select the "Sidecar contrast" entry.

Confirm.

Set the contrast (freely adjustable).

or

Set the contrast in stages.

Confirm.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Step by Step

Adjusting audio settings

Optimize the audio settings on your OpenStage for your environment and according to your personal requirements.

Volumes

Use the TouchSlider to adjust the current volume settings → page 17.

You can preset different volumes for the following microphones and signals in eight levels:

- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover
- Warning tone

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. Enter and confirm the user password.

Audio — Select and confirm the option shown.

Volumes — Select and confirm the option shown.

Select the entry you want (e.g. "Ringer"). Confirm.

Set the volume (freely adjustable).

or

Set the volume in stages.

While setting the volume, you will hear corresponding audio feedback.

Confirm.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

Step by Step

or

Press the key shown.

Save — Confirm.

Room character

Configuring the appropriate acoustic settings for your environment:
- Normal
- Echoing
- Muffled

You can also configure this setting via the Web interface → page 170.

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. Enter and confirm the user password.

Audio — Select and confirm the option shown.

Settings — Select and confirm the option shown.

Select the "Room character" entry.

Normal ➔ — The phone displays the current setting.
Confirm.

Echoing — Select and confirm the required setting (e.g. "Echoing").

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Step by Step

Ringer file

Select your preferred ringtone from the available audio files. To upload your own files in ".mp3" or ".wav" format, please contact your service personnel.

You can also configure this setting via the Web interface → page 170.

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. Enter and confirm the user password.

Audio — Select and confirm the option shown.

Settings — Select the "Ringer file" entry.

No audio file ➔ — The phone displays the current setting. Confirm.

if nec.

Play tone — Select and confirm the option shown.

The current melody is played back.

xxx.mp3 ➔ — The phone displays the current setting. Confirm.

xxx.mp3 — Select and confirm the required file in the context menu.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Step by Step

Activating/deactivating the ringer

You can see whether the function is activated or deactivated from the corresponding icon in the status bar on the display → page 23.

Hold down the key shown.

Adjusting the volume during a call

You are conducting a call.

Set the volume using the TouchSlider → page 17.

Language for system functions

Open the Program/Service menu → page 37.

More features ➔

Select and confirm the option shown.

Select language

Confirm.

Spanish

Select the language you wish to use (such as "Spanish") and press the "OK" dialog key to confirm.

Step by Step

Configuring Bluetooth

Bluetooth is only available on OpenStage 60/80 when the function is activated by your service personnel.

You can use the following description to prepare your OpenStage 60/80 for Bluetooth connection with another Bluetooth device.

For a brief explanation of function and key terms, see → page 163.

For sample applications, see → page 164.

Bluetooth settings

You can also configure this setting via the Web interface → page 170.

Press the key shown until the "Settings" tab is active.

User

Confirm.

if nec.

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Bluetooth

Select and confirm the option shown.

Configuration

Select and confirm the option shown.

The "Bluetooth settings" page opens.

Activating/deactivating Bluetooth

Prerequisite: The "Bluetooth settings" page opens → page 153.

Select the "Active" entry.

No ➔

The phone displays the current setting.
Confirm.

Yes

Confirm the option shown in the context menu.

Step by Step

Discoverability

Set whether your OpenStage should be discoverable for other Bluetooth devices.
For more information, see → page 163.

Prerequisite: The "Bluetooth settings" page opens → page 153.

Select the "Discoverable" entry.

No ➔ — The phone displays the current setting.
Confirm.

Yes — Confirm the option shown in the context menu.

Bluetooth name

Here you can determine which name your OpenStage should use to register at other Bluetooth devices.

By factory default, the Bluetooth name is: OpenStage [MAC address of your telephone].

Prerequisite: The "Bluetooth settings" page opens → page 153.

OpenStage (08:0... — Select the "Phone name" entry.
The phone displays the current setting.
Confirm.

if nec. ⮌ — Delete preconfigured setting.

Specify and confirm the required name.

Linking

Select how the linking should be implemented here.
For more information, see → page 163.

Prerequisite: The "Bluetooth settings" page opens → page 153.

No ➔ — Select the "Pairing mode" entry.
The phone displays the current setting.
Confirm.

No — Select and confirm the option shown in the context menu,

or

Prompt — select and confirm the option shown,

Step by Step

or

Automatic — select and confirm the option shown.

PIN

The PIN contains at least four alphanumeric characters.

Prerequisite: The "Bluetooth settings" page opens → page 153.

Select the "Pairing password" entry.

**** — The phone displays the current setting. Confirm.

if nec. ⮌ Delete current entry.

Enter and confirm the PIN.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

⮌ Press the key shown.

Save — Confirm.

Connecting/disconnecting a Bluetooth device

Prerequisite: The linking manager list contains entries → page 156.

Select and confirm the required device.

Connect — Select and confirm the option shown in the context menu,

or

Disconnect — select and confirm the option shown.

Step by Step

Managing Bluetooth devices

Linking manager list

Once you have scanned the area for Bluetooth-enabled devices, you can link your OpenStage to another device → page 163. Once linked, these devices are added to the list.

Black list

Once you have scanned the area for Bluetooth-enabled devices, you can add Bluetooth-enabled devices that you do not wish to connect to your OpenStage to this list.

You cannot establish connections via Bluetooth with devices in this list, until they have been deleted from the list.

Create list/scan area

Press the key shown until the "Settings" tab is active.

User

Select and confirm the option shown.

if nec.

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Bluetooth

Select and confirm the option shown.

Paired devices

Select and confirm the option shown.

or

Blacklist

Select and confirm the option shown.

Options ➔

Confirm.

Add device

Select and confirm the option shown in the context menu.

The search starts automatically.
You receive a list of all Bluetooth devices in the area.

XYZ ➔

Select and confirm the required device.

Step by Step

For the linking manager list only

Enter and confirm the agreed PIN → page 155.

If the linking request is confirmed on the corresponding Bluetooth device and the password entered, the link is performed and the device is permanently entered in the list.

Open the list

Prerequisite: The linking manager list or the black list contains entries → page 156.

Press the key shown until the "Settings" tab is active.

User — Select and confirm the option shown.

if nec. Enter and confirm the user password.

Configuration — Select and confirm the option shown.

Bluetooth — Select and confirm the option shown.

Paired devices — Select and confirm the option shown.

or

Blacklist — Select and confirm the option shown.

Delete all entries from the list.

Options ➔ — Confirm.

Delete all — Select and confirm the option shown in the context menu.

Delete — Confirm.

Step by Step

Change an entry name

A Bluetooth device is entered in the list with the name set in the device. This is often the device type. You can change this name.

Open the required list → page 157.

XYZ → — Select and confirm the required device.

Rename — Select and confirm the option shown in the context menu.

if nec. ⮌ — Delete preconfigured setting.

Enter and confirm the new name.

Deleting a specific entry from a list

Open the required list → page 157.

XYZ → — Select and confirm the required device.

Delete — Select and confirm the option shown in the context menu

Delete — Confirm.

Step by Step

Context menu

Here you can define whether context menus → page 27 should close automatically, and define the display duration.

Closing automatically

You can also configure this setting via the Web interface → page 170.

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. Enter and confirm the user password.

Configuration — Select and confirm the option shown.

Context menu — Select and confirm the option shown.

Select the "Auto hide allowed" entry.

No ➔ — The phone displays the current setting. Confirm.

Yes — Select and confirm the option shown in the context menu.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Step by Step

Setting the automatic display duration

Here you can define how long context menus should remain open.

You can also configure this setting via the Web interface → page 170.

Press the key shown until the "Settings" tab is active.

User — Confirm.

if nec. Enter and confirm the user password.

Configuration — Select and confirm the option shown.

Context menu — Select and confirm the option shown.

Select the "Auto hide time" entry.

10 → — The phone displays the current setting.
Confirm.

20 — Select and confirm the value you want in the context menu.

Select the "Options" entry.

Save & exit — Select and confirm the option shown.

or

Press the key shown.

Save — Confirm.

Step by Step

Displaying status

Here you will find the information you need to access the Web interface → page 168.

You will also find real-time information on network activity which could be important for debugging by the administrator.

Press the key shown until the "Settings" tab is active.

User

Confirm.

if nec.

Enter and confirm the user password.

Network information

Select and confirm the option shown.

"IP address" entry:

192.168.1.15

Telephone IP address.

"Phone web page" entry:

https://192.168.1.15

Address for accessing the Web interface.

"Domain" entry:

hipath.com

Phone domain in the network environment.

Information about additional parameters can be obtained from your service personnel or the administration manual.

Step by Step

Displaying service data

You can provide your service personnel with the following information for service:

- the phone ID (phone group ID within your communication system) and
- the OpenStage software version

Prerequisite: The phone is in idle mode → page 25.

Open the Program/Service menu → page 37.

Phone test

Select and confirm the option shown.

Phone ID

Confirm.

Firmware version

Select and confirm the option shown.

Step by Step

Bluetooth

Bluetooth is an open standard for high-performance technology and allows wireless communication between PCs, PDAs, mobile telephones, etc.

In contrast to infrared connections, Bluetooth does not require a visual contact for communication purposes and can be used over distances of up to 10 meters.

To exchange data between Bluetooth-enabled devices, the devices need to undergo a once-off discovery procedure.

For information on how to configure OpenStage for connection to a Bluetooth device → page 153.

Discoverability

When first enabling a connection to a Bluetooth device, this function must be switched on → page 154.

The OpenStage is discoverable for other Bluetooth devices by default.

To prevent unauthorized access, we recommend deactivating discoverability once you have enabled the connection to a new Bluetooth device.

A connection is established for devices that are already connected even if the "Discoverable" function is deactivated.

Linking

Linking is the process used by two Bluetooth-enabled devices to "see" one another and to "recognize" that they can exchange data. It is therefore used for checking the access authorization of a Bluetooth device in a Bluetooth network. To do this, a 128 Bit linking key is created for subsequent identification.

Step by Step

Linking is only performed the first time contact is established between a Bluetooth device and your OpenStage. If the Bluetooth device is successfully linked, no further access authorization checks are necessary. Instead, each subsequent check uses the previously created connection key.

Transferring contacts

The Bluetooth function on your OpenStage allows you to transfer contacts in **vCard format** (file extension: .vcf) from other Bluetooth devices to your OpenStage and save them in the phonebook. You can also send phonebook entries as vCards to other Bluetooth-enabled devices.

Due to the diverse range of PCs, mobile telephones and PDA devices currently available, we are unable to provide universal instructions on how to transfer vCard files in this manual.

The instructions for data transfer via Bluetooth provided in the relevant manufacturer documentation should be observed.

Receiving a vCard

Prerequisite: The Bluetooth connection is configured between your OpenStage and one other device → page 153. A vCard file is saved on the other device.

Launch the data transfer wizard for Bluetooth and follow the instructions.

Once the vCARD is transferred, a message confirming the successful transfer is displayed on your OpenStage. You may be prompted to accept the vCard.

OK

Select and confirm the option shown.

Transferring a contact to the phonebook

Press the key until the "Personal" tab is active.

Refresh directory

Select and confirm the option shown.

Step by Step

Sending a vCard

Prerequisite: The Bluetooth connection is configured between your OpenStage and one other device → page 153. A vCard file is saved on the OpenStage.

In the phonebook (→ page 87), select the entry you wish to send.

Press the key until the "Personal" tab is active.

Niels, Bohr ➔ — Select a phonebook entry.

➔ — Open the context menu.

Send — Select and confirm the option shown.

The "Send vCard via Bluetooth" page is displayed.

Sending to a linked device

Paired devices ➔ — Select and confirm the option shown.

XYZ ➔ — Select and confirm the option shown in the context menu for device.

or

Sending to an unconnected device

Options ➔ — Select and confirm the option shown.

Search — Select and confirm the option shown in the context menu.

A search is started and detected devices listed.

XYZ ➔ — Select and confirm the relevant device in the list.

The vCard is sent.

Perform the necessary steps on the destination device to save the vCard data.

Detected devices are then deleted from the list.

Step by Step

Using a Bluetooth headset

You can use any commercial Bluetooth headset with your OpenStage 60/80.

Prepare your Bluetooth headset for connection with your OpenStage by following the instructions in the relevant user manual.

Proceed as following to prepare your OpenStage:
- Activate the Bluetooth function → page 153.
- Enter the headset in the linking list → page 156.
- Establish the Bluetooth connection → page 155.

Testing a Bluetooth headset

Prerequisite: OpenStage and the Bluetooth headset are connected (see procedure above).

Press the key shown.

You hear the on-hook signal.

Enter the station number.

The connection is established as soon as your input is complete.

if nec.

Set the call volume.

Different displays in a HiPath 4000 environment

Depending on the system configuration, not all functions may appear on the display exactly as shown in this document.
The following table gives an overview of these functions and shows you under which menus they can be found:

Some display texts also differ, depending on the system configuration, from the display texts described in this document.
Please refer to the following table for an overview of such texts:

HiPath 2000 HiPath 3000 HiPath OpenOffice ME Display	**HiPath 4000 Display**	**Description**
View callbacks	Display callbacks	→ page 54
Pickup - directed	Direct call pickup	→ page 55
Change Speed Dial	Speed dialing	→ page 63
Call wait.term.	Camp-on termination	→ page 68
Call wait.term.off	Camp-on deact.	
Call wait.term.on	Camp-on act.	
Silent ringing	Ringer cutoff	→ page 99

Web interface

You can configure a number of settings for your phone via the Web interface. Communication is via a secure HTTPS connection.

User Pages

All entries in the Web interface user menu can also be found in your phone's user menu → page 37.

Before you make changes via the Web interface, please study the button functions → page 169. If necessary, go to the page references next to the menu entries on → page 170 to view descriptions of the corresponding parameters.

Administrator Pages

This area lets you configure settings for administering your phone and the network environment. Access to the Administrator Pages is protected by the admin password. For more information, contact your service personnel or refer to the administration manual.

Configuring settings on the User Pages

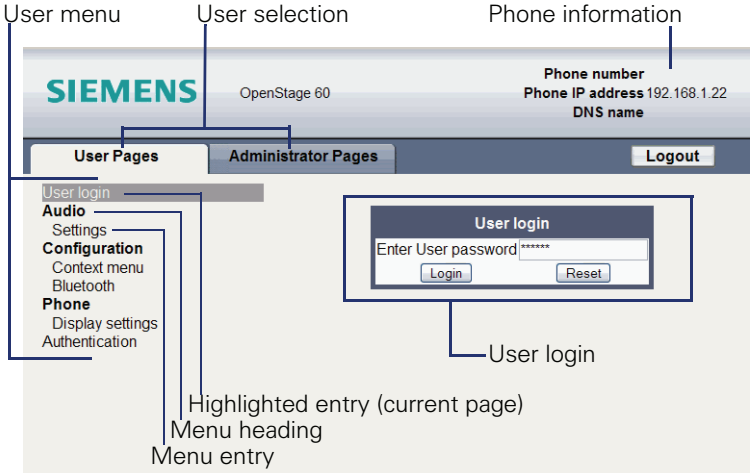
Calling up the Web interface

Open a Web browser on a LAN-based PC and enter the address provided in the "Phone web page" entry in the "Network information"→ page 161 menu.

Example: https://192.168.1.22/

You will be prompted to configure a user password the first time you call up the Web interface → page 98. You must log on with this password in future every time you want to open the User Pages.

Example: Home page with expanded user menu:



1. Click a menu heading to display the individual menu entries. Click the menu heading again to close the menu.
2. Click a menu entry to open the corresponding Web page.
3. Make the desired changes.
4. Click the corresponding button → page 169 to save or discard your changes.

Button functions

- "Login": Log on to the phone after you have entered the user password
- "Submit": Apply changes
- "Reset": Reset original values
- "Refresh": Update values (for example, under "Bluetooth" - "Last connected device")
- "Logout": Log off the phone

Overview of the Web interface user menu

Before you make changes via the Web interface, please study the button functions → page 169. If necessary, go to the page references next to the menu entries below to view descriptions of the corresponding parameters.

User login ☎ → page 98

Audio
- Settings
  - Ring file ☎ → page 151
  - Room Character ☎ → page 150

User Configuration
- Context menu
  - Auto hide time ☎ → page 160
  - Auto hide allowed ☎ → page 159
- Bluetooth
  - Bluetooth device address[1]
  - Phone name ☎ → page 154
  - Status[1]
  - Active ☎ → page 153
  - Discoverable ☎ → page 154
  - Pairing mode ☎ → page 154
  - PIN for pairing ☎ → page 155
- Last connected device[1]
  - Device address
  - Device name
  - Device class

Phone
- Display settings
  - Display
    - Display theme ☎ → page 146
    - Contrast[2] ☎ → page 142
    - Slider brightness ☎ → page 147
    - Inactivity delay ☎ → page 143
  - Screensaver
    - Screensaver enabled ☎ → page 144
    - Screensaver transition delay ☎ → page 145

Authentication ☎ → page 98

[1] Information – read only

[2] This menu entry only appears for OpenStage 80

Step by Step

Fixing problems

Responding to error messages on the screen

Invalid entry

Possible cause:

Station number is incorrect.

Possible reaction:

Enter correct station number.

Not authorized

Possible cause:

Locked function selected.

Possible reaction:

Apply to service personnel for authorization for relevant function.

Currently not possible

Possible causes:

Dialed a non-existent station number. Called phone is unplugged.

Possible reactions:

Enter correct station number. Call this station again later.

Invalid station number

Possible cause:

Dialed your own station number.

Possible reaction:

Enter correct station number.

Key memory is full

Possible cause:

The system currently has no free space for external station numbers.

Possible reaction:

Try again later.

Step by Step

Key affects other layer

Possible cause 1:

If "Clear other layer" appears on the menu:
you tried to program a function or internal station number with LED on a key that is already programmed on the second layer (for example, external station number).

Possible reaction:

Confirm "Clear other layer" to save the station number/ function.

Possible cause 2:

If "Clear LED support" appears on the menu:
you tried to program a station number without LED display or an external station number on a key that already is already programmed with an internal phone number with LED display.

Possible reaction:

Confirm "Clear LED support" to save the station number. The existing internal station number remains on the other layer without LED display.

Contact partner in the case of problems

Contact your service personnel if a fault persists for more than five minutes, for example.

Step by Step

Troubleshooting

Pressed key does not respond:

Check if the key is stuck.

Telephone does not ring:

Check whether the "Do not disturb" function is activated on your telephone ("Do not disturb" appears on the screen → page 23). If so, deactivate it.

You cannot dial an external number:

Check whether you telephone is locked ("Not authorized" appears on the screen). If the phone is locked, enter your PIN to unlock it → page 103.

To correct any other problems:

First contact the relevant service personnel. If the service personnel are unable to correct the problem, they must contact Customer Service.

Caring for your telephone

- Never allow the telephone to come into contact with coloring, oily or aggressive agents.
- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use aggressive or alcohol-based cleansers on plastic parts. The use of scouring agents is also forbidden.

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Overview of functions and codes

The following table lists all available functions, as shown on the display. If configured (contact your service personnel), functions can be activated interactively (select + confirm), via the Program/Service menu (select + confirm or enter a code) or with function keys.

Functions (=display)	**... Interactively**	**... Via the Program/Service menu →** page 37		**... With a key**
			Code	
Account code		✓	*60	X
Advisory msg. on	✓	✓	*69	X
Advisory msg. off	✓	✓	#69	X
Associated dial		✓	*67	X
Associated serv.		✓	*83	X
Call waiting	✓	✓	*55	X
Waiting tone off	✓	✓	*87	X
Waiting tone on	✓	✓	#87	X
Call wait.term.on		✓	*490	X
Call wait.trm.off		✓	#490	X
Callback	✓	✓	*58	X
View callbacks/Delete	✓	✓	#58	
Conference	✓	✓	*3	X
Start conference	✓			
Add party	✓			
End conference	✓	✓	#3	
Remove party	✓	✓		
Drop last conf. party			*491	
Consultation	✓			X
Return to held call	✓	✓	*0	
quit and return	✓	✓	*0	
Transfer/Accept call	✓			
Control Relay On (only for HiPath 3000)		✓	*90	X
Control Relay Off (only for HiPath 3000)		✓	#90	X
Data I/O Service			*494	X

Functions (=display)	... Interactively	... Via the Program/Service menu → page 37		... With a key
			Code	
Directory				
1=internal	✓		*54	X
2=LDAP	✓		*54	X
DISA				
DISA intern	✓	✓	*47	X
Discreet Call			*945	
DND on	✓	✓	*97	X
DND off	✓	✓	#97	X
Door opener on		✓	*89	X
Door opener off		✓	#89	X
DTMF dialing		✓	*53	X
Forwarding on	✓	✓	*1	X
1=all calls	✓	✓	*11	X
2=external calls only	✓	✓	*12	X
3=internal calls only	✓	✓	*13	X
Forwarding off	✓	✓	#1	X
CFNR on		✓	*495	X
CFNR off		✓	#495	X
Trunk FWD on	✓	✓	*64	X
Trunk FWD off	✓	✓	#64	X
Forward Line: On		✓	*501	X
Forward Line: Off		✓	#501	X
Headset				X
Answer call	✓			
HF answerback on	✓	✓	*96	X
HF answerback off	✓	✓	#96	X
Hotline				

Functions (=display)	... Interactively	... Via the Program/Service menu → page 37		... With a key
			Code	
Join group	✓	✓	*85	X
Leave group	✓	✓	#85	X
In hunt group	✓	✓	*85*	X
Out of hunt group	✓	✓	#85#	X
Keypad dialing		✓	*503	
Lock phone	✓	✓	*66	X
Unlock phone	✓	✓	#66	X
Change PIN		✓	*93	
Lock all phones		✓	*943	X
Mute on			*52	X
Mute off			#52	X
Night answer on	✓	✓	*44	X
Night answer off	✓	✓	#44	X
Open door		✓	*61	X
Override	✓	✓	*62	X
Page				
Answer page (not for U.S.)		✓	*59	
Park a call		✓	*56	X
Retrieve call		✓	#56	
Phone test		✓	*940	
Pickup - directed		✓	*59	X
Pickup - group	✓	✓	*57	X
Accept call	✓			
Prog. feature key		✓	*91	X
Recording				X
Redial	✓			
Rejecting calls	✓			
Release				X
Reserve trunk	✓			X
Reset services		✓	#0	X
Retrieve line		✓	*63	X

Functions (=display)	... Interactively	... Via the Program/Service menu → page 37		... With a key
			Code	
Ring Transfer: On		✓	*502	X
Ring Transfer: Off		✓	#502	X
Ringer cutoff on	✓	✓	*98	X
Ringer cutoff off	✓	✓	#98	X
Ringing group on		✓	*81	X
Ringing group off		✓	#81	X
Room monitor		✓	*88	X
Select language		✓	*48	
Send message	✓	✓	*68	X
View sent message	✓	✓	#68	X
View messages	✓	✓	#68	X
Mailbox				X
Shift Key				X
Show call charges (own telephone)		✓	*65	X
View call charges (other party's telephone)				X
Speaker call		✓	*80	X
Suppress call ID	✓	✓	*86	X
Restore caller ID	✓	✓	#86	X
Tel. data service		✓	*42	
Temporary MSN (not for U.S.)	✓	✓	*41	X
Temporary Phone		✓	*508	X
Timed reminder on		✓	*46	X
Timed reminder off		✓	#46	X
Toggle/Connect	✓	✓	*2	X
Trace call		✓	*84	X
Transfer	✓			
Trunk flash		✓	*51	X

Functions (=display)	... Interactively	... Via the Program/Service menu → page 37		... With a key
			Code	
UCD				
Log on		✓	*401	X
Log off		✓	#401	X
Available		✓	*402	X
Not available		✓	#402	X
Work on		✓	*403	X
Work off		✓	#403	X
UCD night on		✓	*404	X
UCD night off		✓	#404	X
Calls in queue		✓	*405	X
Use speed dialing		✓	*7	X
Change Speed Dial (individual)		✓	*92	X

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Communication for the open minded

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